

Operator (Elk Grove Service)

Internal / External

Salary: \$14.36 - \$19.91 hourly
(Plus Excellent Benefits)

Posting Date: April 4, 2019 (Thu)
Filing Deadline: Continuous

Wage Rates are subject to confirmation/modification
through the collective bargaining process

SUPPLEMENTAL QUESTIONNAIRE AND OFFICIAL DMV PRINTOUT ARE REQUIRED AT TIME OF APPLICATION

ESSENTIAL FUNCTIONS

-) Operates assigned coaches by following safe, defensive driving practices
-) Maintains schedules, follows prescribed routes, collects fares, validates passes, operates radio, makes announcements, and enters announcements into automated system
-) Performs pre-trip safety inspections, identifies potential safety concerns, and promotes passenger safety awareness
-) Reports coach trouble/malfunctions, traffic problems, road hazards and accidents
-) Reacts to and manages passenger conflicts as well as disruptive/hostile/abusive passengers. Reports unusual activities to Police
-) Assists passengers with directions, information, rules and regulations. Assists with 911 emergency situations as directed, assists boarding/exiting passengers, assists with securing carts strollers, luggage and other belongings.
-) Completes paperwork including, but not limited to, time slips, day card, arrival and departure times, occurrence/incident reports, passenger counts, types of fares used, and log books

POSITION STATUS

This position will be considered a "termed" position, operating Elk Grove Services, and incumbents should recognize the position could be eliminated if the contract is terminated.

MINIMUM QUALIFICATIONS

Education: Graduation from high school or equivalent.

Experience: Two (2) years of customer service experience that includes providing information and/or assistance directly to the public OR 1 year of previous transit operator experience.

Licenses/Certifications: Must possess a valid Driver's License at the time of application and have the ability to obtain a valid California Class B Driver's Permit with endorsement(s) prior to the start of employment.

Other Requirements: Three (3) years of verifiable driving experience with a satisfactory driving record as determined by SacRT. Must be 21 years of age; must have the ability to pass pre-employment physical/drug screen and Department of Justice criminal background check; must have a verifiable work history and pass employment reference check. Must comply with drug and alcohol testing provisions for safety-sensitive employees as required by the FTA, Department of Transportation (49 CFR, Parts 40 and 655). (See job descriptions for complete list of special requirements, licenses and/or certificates.)

Candidates must submit an official DMV printout at time of application, dated no more than ten (10) days prior to the date you submit your application, in order to be considered. Only official DMV printouts issued by the Department of Motor Vehicles are acceptable. Online DMV printout will not be accepted.

FILING

The minimum qualifications as stated on this job announcement represent only the basic requirements of the position. Meeting the minimum qualifications does not guarantee that a candidate will be invited to participate in other examination segments of the selection process. An employment application, supplemental questionnaire and official DMV printout, as outlined above, is required for this position. Applications, supplemental questionnaires, job announcements, and copies of the complete job description are available at 2810 O Street, Sacramento, CA 95816, or through our website at www.sacrt.com.

Completed employment application, supplemental questionnaire and official DMV printout, as outlined above, must be submitted to the Human Resources Department. RT does not accept late applications regardless of postmark and will not process incomplete applications. **Resumes are not accepted in lieu of an application, but may be included with the application.** For more information on benefits, a summary sheet is available from the Human Resources Department. The Human Resources Department will make reasonable efforts in the recruitment process to accommodate candidates with disabilities. For more information, contact the Human Resources Department at (916) 556-0298.

RT is an Equal Opportunity Employer EOE - Minorities/Women/Disabled/Veterans.

This position falls under the ATU, Local 256 Collective Bargaining Unit

(Supplemental Questionnaire on Reverse Side)

Sacramento Regional Transit District Supplemental Questionnaire

Operator (Elk Grove Service)

Final Filing Date: Continuous

The purpose of this Supplemental Questionnaire is to obtain additional job-related information to identify the most qualified applicants to continue in the selection process. Completion of this material is required and your responses must be submitted with your employment application. **Candidates who do not complete this Supplemental Questionnaire will be eliminated from further consideration.**

Please answer all of the following questions. Attach answers on a separate sheet of paper and number each item accordingly.

1. Please describe your vehicle driving experience, including any commercial and/or large vehicle or transit operator driving you have done. In your response detail your specific job duties, job title, employer and number of months/years you performed these duties. Also, indicate if you have been driving as a licensed driver for at least three years (yes or no), and include the average number of hours you drive per week.
2. Please describe your work experience providing information and/or assistance directly to the public. In your response detail your specific job duties, job title, employer and number of months/years you performed these duties.
3. This position employs Full-time and part-time employees. Please indicate your availability.
Full-time only (yes or no)
Part-time only (yes or no)
Either Full-time or Part-time (yes or no)