



Town of Oro Valley Classification Description

Title: **TRANSIT SPECIALIST**
Job Code: 3420 (PT), 3421 (19 or less)
FLSA Status: Non-Exempt

Department: Public Works
Salary Grade: 104

POSITION SUMMARY:

Under general supervision of Transit Crew Leader this is a specialized position affording assistance and support to the Transit Service Division with knowledge of fleet control. This specialist position also assists in the coordination of transit services, service recovery when breakdown or incident occurs, driver training, fleet maintenance at user level, fleet maintenance tracking, fleet equipment including passenger restraint systems tracking, complaint resolution and operations safety. This position may also require driving a manifest route when the schedule demands.

ESSENTIAL JOB FUNCTIONS:

- Provides oversight and prepares reports on the process and annual updates of the transit on-going preventative maintenance program in compliance with FTA guidelines.
- Coordinates vehicle management and maintenance repairs ensuring vehicle availability and resource allocations for daily services are met.
- Assists in monitoring vehicles for safety and cleanliness and in correcting discrepancies when necessary.
- Assists in maintaining division's operational, vehicle and field supplies.
- Responds to vehicle accidents ensuring accurate reports and possible determination and application of FTA drug and alcohol testing as required by FTA CFR 49.
- Provides backup to dispatchers and reservationists.
- Communicates with drivers by two-way radio.
- Assists in training newly hired drivers and preparing monthly safety awareness and passenger assistance updates for awareness briefings.
- Assists in driver requalification, review and refresher training after incidents, accidents and/or extended time off.
- Operates a passenger vehicle for the transportation of elderly and disabled residents.
- Maintains and updates Transit Department SDS sheets.
- Maintains regular and reliable attendance.
- Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of Federal, Town and Department policies and procedures.
- Knowledge of customer service methods and techniques.
- Skill in creating and maintaining accurate and applicable reports and records.
- Ability to safely operate Town vehicles.
- Ability to understand user level vehicle and inspection needs.
- Ability to communicate both verbally and in writing.
- Ability to establish and maintain effective working relationships.

MINIMUM QUALIFICATIONS:

- High School diploma or GED.
- Two (2) years of transit service experience.
- Must possess at time of application and maintain an Arizona driver's license.

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- Work is performed in indoor and outdoor environments.

SPECIAL REQUIREMENTS:

- This position is considered Safety Sensitive position and is subject to Drug and Alcohol testing as required by FTA CFR 49.
- This position will be required to go through the Transit Services Division's Reasonable Suspicion Training Program for Transit Dispatch and obtain certification.