

# MEDINA COUNTY COMMISSIONERS

Job Description

Opener

Transit



## SUMMARY

Under direction of the Operations Supervisor, responsible for the daily startup procedures of the Medina County Public Transit System (MCPTS). Coordinates the daily assignments of drivers and vehicles. Ensures vehicles and drivers are available to meet service needs. Assures scheduled drivers arrive on time, leave on time. Coordinates vehicle cleaning and fueling; ensures drivers inspect vehicles prior to the start of service; Documents reports of needed repairs or damage to vehicles: assists Operations Supervisor in coordinating scheduled maintenance for buses. Provides replacement vehicles or drivers when needed due to accidents, breakdowns, or other unforeseen emergencies. Drives buses when needed; answers telephone and provides information to the public; schedules client rides; performs a variety of office tasks to assist in transit operations.

## PRINCIPLE DUTIES AND RESPONSIBILITIES:

- I. Prepares bus fleet and department for daily operations, starts and heats vehicles, monitors all vital fleet fluid levels, purges air tanks as necessary, inspects for damage. Reorganizes layout of bus yard to provide easily accessible arrangement for drivers to meet departure times. Ensures back-up busses are prepared for use. Monitors inspection reports for vehicle safety issues; Assigns busses to routes as necessary to meet MCPT service requirements and maximize bus availability. Checks written records to make sure all busses leaving base have had scheduled maintenance completed. Ensures busses are available for scheduled preventative maintenance, cleaning and other repairs; delivers busses to maintenance site for needed repairs and/or picks up busses from maintenance site when repairs are completed. Responsible for checking base maintenance supplies as necessary and reordering or personally obtaining from local suppliers, e.g. oil, fluids, parts. Provides general assistance to operators such as performing minor repairs or assignment of another bus when necessary to ensure busses leave base on time, Maintains mileage and fuel records. Provides replacement vehicles or drivers when needed due to accidents, breakdowns, or other unforeseen emergencies. Inspects building, unlocks doors, and turns on lights. Checks telephone "call off line" and obtains substitute personnel.
- II. Drives bus when needed; When needed, answers telephone; provides information to the public; schedules client rides; performs a variety of office tasks to assist in transit operations including, but not limited to counting fares, delivering intra-office mail and pay-ins (fares), reporting vehicle usage and system ridership, finding replacement drivers, processing system's lost and found.
- III. Performs general department duties as assigned.

### Class Title/Position Number of Position(s) Supervised:

None

Department Director: \_\_\_\_\_

Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_

Date: \_\_\_\_\_

Appointing Authority: \_\_\_\_\_

Date: \_\_\_\_\_

Class #: 154442C    Class Title: Vehicle Operator 2    Position Control #: 10123.0    Normal Working Hrs: 4:30 am to 11:00 am  
County of Employment: Medina    Working Title: Opener    Pos # & Title of Supervisor: 54445C - Vehicle Operations Supervisor

	<b>KNOWLEDGE ^ SKILLS ^ ABILITIES</b>	<b>PRINCIPLE DUTIES</b>
<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>(1) Dispatching procedures &amp; bus operations;</li> <li>(2) Basic mathematical concepts;</li> <li>(3) Traffic laws rules involved in operating a passenger bus;</li> <li>(4) Street names &amp; locations*;</li> <li>(5) Customer service principles;</li> <li>(6) Medina County policies &amp; procedures*;</li> <li>(7) Medina County's Transit routes &amp; schedules;*;</li> <li>(8) First Aide/CPR;</li> <li>(9) Money handling procedures;</li> <li>(10) Standard office methods &amp; procedures;</li> <li>(11) Practices of fleet &amp; vehicle maintenance &amp; repair;</li> </ul>	<ul style="list-style-type: none"> <li>Operates passenger/paratransit bus;</li> <li>Prepares bus fleet and department for daily operations;</li> <li>Checks written records assuring busses leaving base have had scheduled maintenance;</li> <li>Ensures busses are available for scheduled preventative maintenance, cleaning and other repairs;</li> <li>Performs routine clerical, secretarial, dispatching, &amp; administrative support;</li> <li>Check maintenance supplies;</li> </ul>
<b>Skills:</b>	<ul style="list-style-type: none"> <li>(12) Effectively communicate in English, both orally &amp; in writing;</li> <li>(13) Deal with public in a courteous &amp; tactful manner;</li> <li>(14) Establish &amp; maintain effective working relationships;</li> <li>(15) Exercise good judgment &amp; problem-solving skills;</li> <li>(16) Computers &amp; related software applications;</li> <li>(17) Perform mathematical computations &amp; handling money ;</li> <li>(18) Work independently with minimal supervision, as well as work within a team environment;</li> <li>(19) Administer First Aide/CPR;</li> <li>(20) Diagnose needed repairs &amp; solve problems relating to a variety of transit equipment;</li> </ul>	<ul style="list-style-type: none"> <li>Operates passenger/paratransit bus;</li> <li>Calculates &amp; compiles operational data;</li> <li>Prepares bus fleet &amp; department for daily operations;</li> <li>Monitors fleet fluid levels, purges air tanks as necessary, inspects for damage;</li> <li>Monitors inspection reports for vehicle safety issues;</li> <li>Assigns busses to routes/drivers;</li> <li>Assists operators/dispatchers;</li> <li>Ensures busses are available for scheduled preventative maintenance, cleaning and other repairs;</li> <li>Picks up/delivers busses from/to maintenance site;</li> <li>Finds replacement drivers;</li> </ul>
<b>Ability:</b>	<ul style="list-style-type: none"> <li>(21) Set priorities &amp; work schedule, yet adjust to changes necessitated by last minute assignments &amp; deadline requests that may prove stressful;</li> <li>(22) Operate equipment in a safe manner, adhere to time schedules;</li> <li>(23) Understand/ follow oral &amp; written instructions in English;</li> <li>(24) Establish/maintain effective working relationships;</li> <li>(25) Communicate in English clearly &amp; concisely, both orally &amp; in writing;</li> <li>(26) Maintain accurate records;</li> <li>(27) Complete accurate &amp; timely written reports;</li> <li>(28) Seek clarification, ask questions when uncertain of expectations;</li> <li>(29) Work independently &amp; in a group;</li> <li>(30) Read, write &amp; make basic arithmetic calculations;</li> <li>(31) Administer first aide/CPR;</li> <li>(32) Observe safety hazards &amp; implement appropriate precautions as needed;</li> <li>(33) Diagnose needed repairs &amp; solve problems relating to a variety of transit equipment;</li> <li>(34) Effectively schedule, assign, &amp; coordinate the work of operators;</li> </ul>	<ul style="list-style-type: none"> <li>Ensures passenger/bus safety;</li> <li>Operates passenger/paratransit bus;</li> <li>Prepares bus fleet &amp; department for daily operations;</li> <li>Monitors fleet fluid levels, purges air tanks as necessary, inspects for damage;</li> <li>Ensures back-up busses are prepared for use;</li> <li>Reorganizes layout of bus yard;</li> <li>Performs routine clerical, secretarial, dispatching, &amp; administrative support;</li> <li>Assigns busses to routes/drivers;</li> <li>Checks written records assuring busses leaving base have had scheduled maintenance;</li> <li>Ensures busses are available for scheduled preventative maintenance, cleaning &amp; other repairs;</li> <li>Picks up/delivers busses from/to maintenance site;</li> <li>Finds replacement drivers;</li> </ul>

\*Learned after employment

## **MEDINA COUNTY POSITION DESCRIPTION ADDENDUM**

### **MINIMUM CLASS REQUIRMENTS**

- 1) High school diploma or GED.
- 2) Three (3) years of direct experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
- 3) Valid Ohio driver's license; ability to obtain Commercial Driver's License (Class C) with passenger endorsement or ability to obtain within one month of appointment and proof of adequate vehicle insurance.
- 4) No record of more than two total moving violations and/or accidents within the last three years.
- 5) No record of operating a vehicle while under the influence (OWI).
- 6) No serious accidents within the last five years.
- 7) No record of operating a vehicle while under the influence.
- 8) No record of revoked or suspended driver's license in last five years.
- 9) No record of hit and run accidents.
- 10) Meet DOT standards for Transit Drivers required by the USDOT.

### **COMPETENCIES / ESSENTIAL FUNCTIONS**

The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively in person and on a 2-way radio.
- Sufficient visual acuity or other powers of observation, with or without reasonable accommodation, which permits the employee to operate a commercial passenger bus;
- Sufficient visual acuity or other powers of observation, with or without reasonable accommodation comprehend written work instructions and to review, evaluate, and prepare a variety of written documents and text materials.
- Regularly required to stand, walk, use stairs, sit; use of hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms.
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a commercial motor vehicle.
- Physical strength and agility sufficient to assist large, elderly and/or disabled individuals to and from a commercial passenger vehicle including utilizing extensive pushing, pulling, bending, stooping and lifting is an essential function of this position.
- Requires obtaining and exchanging information, referring inquiries to the appropriate source, or responding to questions from the general public.
- Occasionally lifts, pushes, and/or pulls up to 75 pounds, and carries up to 50 pounds.
- Occasionally works with hands above shoulder height lifting up to 25 pounds and reaches and works with arms extended at shoulder height lifting up to 25 pounds.