Harbor Transit
440 N Ferry Street
Grand Haven, MI 49417

JOB POSTING

Working at Harbor Transit isn't just work. It's work that moves people, and we are proud of it! There is a sense of togetherness here that comes from knowing we are making a difference every day and doing good for our Tri-Cities. At Harbor Transit we are driven to help people from all stages of life. We empower our staff to serve our customers with professionalism, compassion, understanding, and a willingness to help; and, it shows!

Harbor Transit is currently searching for **part-time, Bus Operators** to transport our Tri-Cities residents and visitors safely to their destinations for our expanded evening and weekend hours. Weekday shifts range from 6:00 p.m. until Midnight, Monday through Friday; and, a rotating Saturday schedule shared among all bus operators; **OR** Weekend shift hours of 3:00 p.m. until Midnight on Saturday, and 11:00 a.m. until 7:00 p.m. on Sunday.

Essential Functions

- Drive a transit bus and/or trolley (both standard and lift-equipped) providing safe and courteous door-to-door transportation.
- Assist any special needs passengers in boarding and departing the bus and/or trolley.
- Complete pre- and post-trip inspections and maintain related logs.
- Refuel the bus and/or trolley when needed, or at the end of each shift.

Qualifications

- Minimum age requirement of 18. Previous experience as a public transportation driver is preferred, but not required. Harbor Transit staff will train employees to achieve endorsements.
- Thorough knowledge of traffic laws and practices involved with safe vehicle operation.
- Able to obtain a State of Michigan Commercial Driver's License (CDL) with the appropriate endorsement(s), a satisfactory driving record with less than 4 points, and the ability to maintain one throughout employment is required. Points greater than 4 will automatically disqualify an applicant from consideration.
- Meet and maintain all Department of Transportation (DOT) physical examination requirements, including drug and alcohol screening.

Pay and Benefits

- Up to 29 hours a week of work, with a starting hourly pay of $18.49 for non-CDL Drivers and $20.86 for CDL-C, Passenger Endorsed Drivers.
- Paid time off; a voluntary 457 plan, through the Municipal Employees' Retirement System (MERS); and, Employee Assistance Program (EAP) for you and your family.

How to Apply

- Review full job description and responsibilities of the position at: www.harbortransit.org
- Apply with a resume through email at: HR@harbortransit.org, or complete an online application.
- Application Deadline: Open until filled

Harbor Transit is committed to Equal Employment Opportunity and to attracting and retaining the most qualified employees regardless of religion, race, sex, color, national origin, age, height, weight, familial status, marital status, disability, genetic information, sexual orientation, gender identity, or any other characteristic protected by law.

Harbor Transit

Job Description

Position: **OPERATOR**
Department: Operations
Reports to: Operations Supervisor
Status: Regular, Part-Time, Non-Exempt
Pay Grade: 3
Revision: 11/26

SUMMARY:

Under the direct supervision of the Operations Supervisor, accepts dispatched requests for service and safely transports passengers within the designated service area. Collects fares from passengers, make daily inspections of the vehicle, completes related work logs, and completes other assigned or related tasks.

ESSENTIAL FUNCTIONS:

- Operates a transit bus and/or trolley (both standard and lift-equipped) providing safe and courteous door-to-door transportation for all customers within the assigned area of responsibility. Formulates safe and efficient route plans and complies with all traffic and driving codes.
- Provides friendly, courteous, and helpful communication when interacting with passengers and the general public.
- Makes daily inspections of the transit bus for such items as scratches, dents, burned-out lamps, low tire pressure, excessive tire wear, and fluid levels, and performs general cleaning. Prepares pre- and post-trip inspections and maintains related logs.
- Accepts dispatched calls from customers and for service within the service area on an electronic communication system, in addition to completing scheduled routes.
- Collects fares from passengers and delivers ticket sale to the Dispatcher. Bags money from vault and drops in safe.
- Assists special needs passengers in boarding and departing the bus via the lift ramp.
- Refuels the transit bus when needed and/or at the end of each shift. Sweeps bus and ensures it is clean and tidy for the next shift.
- Reports accidents or incidents to the Operations Manager and follows established policies, procedures, and guidelines in emergency situations.
- Reports vehicle or equipment repair and maintenance needs to the mechanic in a timely fashion to avoid schedule delays.
- Completes operational logs as needed.
- Responds to inquiries and addresses general situations independently and coordinates complex issues with the dispatchers or Operations Manager as appropriate.
- Other duties as assigned.

EDUCATION, EXPERIENCE AND TRAINING:

- A high school diploma or equivalent is required.
- Previous experience as public transportation driver is preferred.
- Successful completion of the Harbor Transit Driver Training program.
- Able to obtain a State of Michigan Commercial Driver's License (CDL) with the appropriate endorsement(s), a satisfactory driving record with less than 4 points, and the ability to maintain one throughout employment is required. Points greater than 4 will automatically disqualify an applicant from consideration.
- Meet and maintain all Department of Transportation (DOT) physical examination requirements, including drug and alcohol screening.

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of traffic laws, ordinances, and practices involved with safe vehicle operation.
- Thorough knowledge of streets, geography, and important locations within the service area.
- Knowledge of the policies and procedures of the Harbor Transit and transportation systems.
- Excellent customer service skills, including responding diplomatically to customer complaints.
- Skill in counting money and recording transactions with speed and accuracy.
- Skill in maintaining detailed and organized records and generating related reports.
- Ability to operate support equipment including a lift ramp, gas pump, and electronic devices.
- Ability to communicate effectively and present ideas and concepts orally and in writing.
- Ability to work effectively and productively with frequent interruptions and distraction.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, Harbor Transit officials, professional contacts, community leaders, the media, and the public.
- Ability to provide positive customer service according to Harbor Transit standards and policies.
- Ability to multi-task and work effectively under stress within deadlines and changes in work priorities.

PHYSICAL AND MENTAL DEMANDS:

- Lift, push, and pull heavy weight, kneel, bend and twist and use considerable upper body strength to secure passengers in wheelchairs.
- Moving wheelchairs and/or mobility units and utilizing associated tie down systems involves physical exertion and considerable strength.
- Hearing, seeing, speaking.
- Reading, reasoning, problem solving.
- Communicating verbally and in writing to other employees and supervisors.
- Frequent interruptions.
- Contact with residents and visitors.

WORK ENVIRONMENT:

This position regularly operates a public transit bus in all types of weather conditions. This position also regularly encounters stress associated with driving large passenger and mass transit vehicles in very severe and dangerous weather conditions. Additionally, the employee may occasionally work in or around a maintenance garage. The employee is occasionally exposed to moving mechanical parts, fumes or airborne particles and adverse weather conditions. The noise level in the work environment is usually moderate.

WORK HOURS:

Work hours for this position may vary. Employees may be required to work evenings; weekends; and, holidays, outside of their normal schedule, to ensure continuous and reliable service. Flexibility with varied work hours is required to meet the operational needs of Harbor Transit.

Acknowledgment:

The primary purpose of this job description is to aid in establishing this specific job classification. The list is not all inclusive of the total scope of duties that may be necessary to be performed in relation to this position. The qualifications listed are guidelines. Alternative qualifications may be substituted if sufficient to perform the duties.

I acknowledge that I have received a copy of this job description.

_____ _____

Employee Printed Name Date

_____

Employee Signature