



Position Announcement

24 N Center Street, Marshalltown, IA 50158

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www.ci.marshalltown.ia.us

hr@ci.marshalltown.ia.us

The City of Marshalltown is an equal opportunity employer

Position: Transit Operator I (City Bus Driver)

Employment Category: Part time (20-25 hours per week). Monday - Friday, Daytime hours. No evenings or weekends.

Rate of pay: \$9.17/hr after completion of training period. Training period typically lasts 30 days. \$8.00/hr prior to completion of training period.

Benefits: Part-time regular employees working more than 520 hours per year are eligible for universal leave and pro-rated holiday pay after one year of continuous employment, based on the total of hours worked in the previous year. Universal leave may be used as sick leave, vacation, bereavement leave, etc. This position also qualifies for IPERS.

Application Process: All applicants must complete a City of Marshalltown Employment Application. This application is available online at www.ci.marshalltown.ia.us or at City Hall, 24 N Center Street, Marshalltown, IA.

- Completed applications should be emailed to the Human Resource Director at hr@ci.marshalltown.ia.us or submitted to City Hall attn: Human Resources.

Closing Date: Perpetual Opening

Class Specification

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|-------------------------------------|---------------------------------------|
| Class Title | Transit Operator 1 |
| FLSA Classification | Hourly |
| Civil Service Classification | Part-time, not covered |
| Pay Grade/Range | Part-time, \$9.17 to \$11.80 per hour |

General Statement of Duties

Operates small, medium, and large transit buses to provide public transportation; does related work as required.

Distinguished Features of the Class

This is responsible and technical transportation work involving the operation of transit vehicles for public transportation purposes. The work is performed under the general direction and supervision of the Transit Administrator but some leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires that an employee in this class establish and maintain close cooperative working relationships with the Public Works Director, Transit Administrator, Transit Operator II, Transit Mechanic, and the general public.

Examples of Essential Work (Illustrative Only)

- Operates a small, medium, and/or large duty public transit bus for a fixed or demand and response route on a predetermined schedule efficiently and safely;
- Collects moneys, tickets, passes, and transfers and maintains records;
- Accommodates and assists in the loading and unloading of wheelchair-bound passengers;
- Cleans buses and conducts pre-trip and post-trip inspections;
- Fuels buses, conducts minor preventive maintenance and inspections, and reports findings and problems;
- Monitors and adjusts schedules to special events, tours, and community functions;
- Responds to inquiries and public requests for operational information;
- Attends meetings, conferences, and workshops as requested and authorized;
- Handles fare boxes monies, keys, and vault with one other employee at any one time;
- Monitors safety of equipment, road, passengers at all times and takes action necessary to keep riders and the public out of harms way;
- Records mileage on log sheet, records ridership on daily sheets, reports problems with vehicles and equipment;
- Performs related work as required.

Required Knowledge, Skills, and Abilities

- Good knowledge of small and medium bus operation and maintenance;

- Good knowledge of bus routes and procedures for route variance;
- Some knowledge of standard first aid practices and procedures;
- Ability to maintain proper passenger behavior and discipline on the bus including school age riders;
- Ability to use hydraulic lifts;
- Ability to lift and assist individuals in wheelchairs;
- Ability to fuel buses and to perform routine fluid checks;
- Ability to communicate well with others both orally and in writing, using both technical and non-technical language;
- Ability to establish and maintain effective working relationships with other City employees, supervisory personnel, and the general public;
- Ability to prepare accurate and reliable reports containing passenger counts, bus mileage, revenue miles, and revenue hours;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of driving and passenger loading and unloading assistance tasks with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ability to remain calm in stressful situations;
- Ability to calm down passengers and the public;
- Ability to exercise ingenuity and inventiveness in the performance of assigned tasks;
- Ability to consistently maintain regular and punctual attendance at work.
- Ability to communicate in English.

Acceptable Experience and Training

- Graduation from high school, preferably supplemented by additional training in the operation of large trucks or transit buses; or
- Any equivalent combination of experience and training which provides the knowledge, skills, and abilities necessary to perform the work.

Required Special Qualifications

- Possession of a Commercial Drivers License (Class B endorsement) issued by the State of Iowa with Passenger and Air Brake Endorsements. CDL must be obtained within two weeks of a conditional job offer;
- Safe driving record;
- Successful completion of the City's driver's training program;
- Ability to be bonded by the City's casualty insurance carrier;
- Must have positive credit reference.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate well with the Transit Administrator, Transit Operator II, Transit Mechanic, passengers of all ages and abilities, and the general public;
- Sufficient clarity of hearing, with or without reasonable accommodation, which permits the employee to use two-way radios and to communicate with passengers;
- Sufficient vision, with or without reasonable accommodation, which permits the employee to drive small and medium duty buses, recognize street signs and hazards, observe passengers and their behavior, receive fares and change moneys, and read and prepare reports and memoranda;
- Vision ability for close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate small and medium duty buses, operate hydraulic lifts, and receive and change moneys;
- Ability to climb up and down bus stairs;
- Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to enter and exit buses, assist passengers with loading and unloading, and provide accommodation to disabled passengers;
- Ability to regularly move, push or pull passengers in wheel chairs up to 200 pounds with assistance, ability to regularly lift approximately 35 pounds from floor level to about 6 inches;
- Ability to sit for extended periods of time;
- Ability to pass employment physicals including drug testing.
- Ability to pass random and other required drug and alcohol tests in compliance with DOT.

Essential Working Conditions

- Employee is regularly exposed to outside weather conditions, fumes or airborne particles, vibration, repetitive bouncing, jarring, darkness or poor lighting;
- May be exposed to communicable diseases;
- The noise level in the work environment is usually loud.