

TRANSIT COORDINATOR

DEFINITION:

Under general direction, operates the City bus; continuously modifies routes to accommodate passenger needs; ensures passenger safety; collects fares; performs minor aesthetic maintenance; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Transit Coordinator** is a journey level class. Positions in this class are responsible for the safe, timely and friendly conveyance of passengers while operating a vehicle.

SUPERVISION RECEIVED/EXERCISED:

Receives direction from the Director of Finance. Incumbents in this class do not routinely exercise supervision.

ESSENTIAL FUNCTIONS: (include but are not limited to the following)

- Operates the City bus; modifies routes and pick-up and retrieval times for efficiency and passenger convenience.
- Assists passengers with boarding or disembarking; operates hydraulic lift.
- Drives with due regard to the safety and comfort of passengers and motorists in a spectrum of weather conditions.
- Collects fares, makes change, and keeps records of amounts collected; collects, tabulates and reports ridership and farebox data; advises the City Council and Director of Finance regarding fare pricing; maintains daily trip logs.
- Answers questions regarding routes and time schedules of various local transit systems.
- Reports equipment and vehicle deficiencies to the Public Works Mechanic; conducts daily vehicle checks as prescribed by state standards.
- Ensures equipment is in a clean and sanitary condition at all times.
- Demonstrates a full understanding of applicable policies, procedures and work methods associated with assigned duties; responds to questions and concerns from the general public; provides information as is appropriate and resolves public service complaints.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when driving vehicles. The need to lift, push and pull objects weighing 25 pounds or more is also required for assisting passengers with boarding and unboarding. Additionally, the incumbent in this position works in all weather conditions including wet, hot and cold. The incumbent may use petroleum and cleaning products which could expose the employee to fumes, dust and air contaminants which may cause eye and skin irritation. The nature of the work also requires the incumbent to drive motorized vehicles and work in heavy vehicle traffic conditions which subjects the employee to mechanical and electrical hazards.

QUALIFICATIONS: (The following are minimal qualifications necessary for entry into the classification)

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Transit Coordinator**. A typical way of obtaining the required qualifications is to possess the equivalent of two years increasingly responsible transit related experience.

License/Certificate:

Possession of a Transit Bus Driver's Certificate.

KNOWLEDGE/ABILITIES/SKILLS: (The following are a representative sample of the KAS's necessary to perform essential duties of the position)

Knowledge of:

Practices, methods and materials used in the operation of public transportation; operation, care and preventive maintenance techniques for vehicles; provisions of the California Vehicle Code and other ordinances and rules involved in safe automotive operation on City streets; occupational hazards and standard safety practices; basic record keeping practices.

Ability to:

Read and interpret maps and technical manuals; inspect vehicles for possible mechanical and other safety concerns; collect fares; keep accurate records; ensure safe working practices; work independently; understand and follow oral and written instructions; communicate clearly and concisely; establish effective working relationships with those contacted at work; respond to issues and concerns from the community.

Skill to: Safely and effectively operate public transportation vehicles

Job Descriptions

DEFINITION

Under general direction, develops and coordinates short-range and long-range transportation plans; plans and organizes the operations of the City's demand response and fixed bus route transit system; coordinates assigned activities with other City departments, Federal Transit Administration, the Stanislaus Council of Governments, other outside agencies and the general public; and performs related work as required. The Transit Planner is expected to perform the full range of professional transportation planning work involving the application of professional knowledge to various municipal and regional transit and transportation planning problems.

This position is assigned to the Miscellaneous Bargaining Unit for labor relation purposes and is subject to overtime assignments.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Traffic\Transportation Engineering Supervisor and the City Engineer. The Transit Planner may provide technical direction to engineering staff.

DISTINGUISHING CHARACTERISTICS

Work in this classification is distinguished from that of the Associate Planner class by the knowledge of transportation planning issues, which is required, and from the Transportation Planner class by its perspective towards transit issues.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

- Develops, coordinates and manages the City's short and long-range transportation planning efforts, including transportation components of the General Plan.
- Reviews, comments upon and coordinates the work of outside Transit/Planning consultants on City and multi-agency projects.
- Represents the City's interest and provides testimony in transit matters at Planning Commission, City Council, committee meetings, and meetings with other agencies and/or developers.
- Represents the City at the Council of Governments and related official bodies.
- Coordinates and performs research and analysis leading to the development of new and improved transit systems, to include routing patterns, rate structures, travel patterns, cost analysis, financial needs, funding sources, and related issues.
- Analyzes problems, issues, and costs relating to private and public costs and benefits, and anticipated impacts on current transit operations.
- Coordinates with cities, transit operators, county departments, and other public and private agencies regarding the most effective current and future transit systems.
- Develops and administers policies and procedures concerning transit operations.
- Determines revenue needs and resources.
- Helps prepare, monitor and administer transit budget and other grant applications.
- Prepares traffic, transit and other grant applications and ensures compliance with grant funding requirements.

- Prepares and maintains a variety of records, data and reports.
- Prepares contracts, requisitions and purchase orders.
- Coordinates transit vehicle and equipment maintenance.
- Monitors and evaluates transit operations.
- Develops, implements and administers Street Improvement Fees and Traffic Signal Fees.
- Coordinates and performs research and analysis leading to the development of new and improved transit systems and related street, rail and other transportation systems, to include routing patterns, rate structures, travel patterns, cost analysis, financial needs, funding sources, and related issues.
- Analyzes problems, issues, and costs relating to private and public costs and benefits, and anticipated impacts on current transportation operations.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Federal, State, and local laws and regulations governing public transit system operations and transportation grant funding.
- Modern transit system operating principles and practices.
- Principles and practices of supervision.
- Basic mathematics, account record keeping and budgeting.
- Computer programs such as Microsoft Word and Excel.

Ability to:

- Plan, organize and direct contracted transit operations.
- Analyze operating conditions and problems and recommend and implement appropriate solutions.
- Prepare reports and compile statistical data.
- Establish and maintain cooperative relationships with those contacted during the course of work.
- Develop, read, and interpret rules, policies and procedures.
- Research complaints, problems and prepare responses for management, including composing correspondence.
- Operate standard office equipment including microcomputer software.
- Maintain tact, poise and professional demeanor under adverse circumstances.

EDUCATION AND EXPERIENCE

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical combination is:

Education

Possession of a Bachelor degree with major coursework in public or business administration, transportation and planning, or a related field.

Experience

Two years of responsible experience in transit or transportation planning, transportation engineering, public transit operations, or a closely related field.

LICENSE AND/OR CERTIFICATE

Possession of a valid, appropriate California Driver's License at the time of appointment, to be maintained as a condition of continued employment.

PHYSICAL REQUIREMENTS:

Maintain the following physical abilities: See well enough to read instructions, read fine print, view computer screen, operate vehicle and related equipment; hear well enough to converse on the telephone and in person, assist the public and other staff; use hands and fingers for use of computer keyboard, copy machine, filing, writing, drive vehicles and answer telephone.