
EMPLOYMENT OPPORTUNITY

Transit Driver I / Dispatcher

\$18.09 - \$23.15 per hour

The City of Chowchilla is seeking a Transit Driver I / Dispatcher, under immediate supervision of the Transit Supervisor, who oversees the day-to-day operations of the transit system. The position also acts in the capacity of a Transit Driver and handles many of the lead duties.

APPLICATION DEADLINE: Continuous

Applicants are recommended to apply and submit application materials online at www.CalOpps.org. Application materials can also be mailed or hand-delivered to Chowchilla City Hall, 130 S. Second St., Chowchilla, CA 93610; emailed to CityClerk@CityOfChowchilla.org; faxed to (559) 665-7418.

THE POSITION

TRANSIT DRIVER I / DISPATCHER

Candidate must have basic arithmetic skills, speak both English and basic Spanish and have general office procedures knowledge. The preferred candidate will have a proficient knowledge of the geographical layout of the City of Chowchilla including major streets, public places and landmarks, and general locations within the City's Sphere of Influence and be capable of maintaining a mental image of the location of all in-service transit vehicles. The candidate must have knowledge of telephone and two-way radio operations and procedures; must know provisions of the California Motor Vehicle Code that are applicable to the operations of passenger-carrying vehicles; possess safe driving practice; and possess a basic first aid certification.

Candidate must be able to drive a passenger-carrying bus safely and efficiently; understand and carry out verbal and written instructions; maintain accurate records; think clearly and quickly; be able to use dispatching software and establish and maintain cooperative working relations with City staff, senior citizens, adults, children and persons with disabilities; be able to read and write competently; speak and communicate effectively in both English and basic Spanish.

The candidate may be exposed to heat, cold, fog and rain, sneezing and coughing passengers, passengers experiencing motion sickness, caustic and corrosive chemicals, and instances to assist persons with a disability. Candidate will be required to maintain the interior and exterior of transit vehicles.

JOB REQUIREMENTS

Prerequisites include any combination equivalent to experience and education that could likely provide the required knowledge, skill and ability to perform the job duties. A typical way to obtain knowledge, skill and ability would be:

- A combination of education and/or experience equivalent to completion of high school (GED acceptable) and two years of experience operating a transit bus; a good driving record; and the ability to speak and understand basic Spanish.
- Must be over the Age of 21
- Possession of a valid class B California driver's license with a P (passengers) endorsement
- Possession of a GPPV (General Public Para Vehicle), VTT (Verification of Transit Training) Certification and special License granted by the California Highway Patrol Department of Motor Vehicles
- Possession of a DOT Medical Examination Certificate
- Possession of a First Aid Certification
- Provide a H-6 print out from DMV

GENERAL AND SPECIALIZED JOB KNOWLEDGE AND ABILITIES

Qualifications/Requirements to perform this job successfully require an individual to be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable persons with disabilities to perform the essential functions.

Knowledge of basic arithmetic, English and basic Spanish, plus general office procedures.

Specialized Knowledge of location of major streets, public places and landmarks within the Chowchilla; telephone and two-way radio operations and procedures; safe driving practices; provisions of the California Motor Vehicle Code applicable to the operation of passenger-carrying vehicles; first aid practices; streets, landmarks and geographical layout within the City of Chowchilla boundaries.

Ability to fulfil each of the following position duties:

- **Transit Diver** - Drive a passenger-carrying bus safely and efficiently; understand and carry out verbal and written instructions; maintain accurate records; be able to use dispatching software; establish and maintain cooperative working relations with other City staff, senior citizens, adults, children and persons with disabilities; read and write competently; speak and communicate effectively in both English and basic Spanish.
- **Transit Dispatcher** - Keep accurate and legible records; be able to use dispatching software; think clearly and quickly; maintain a mental image of the location of all transit vehicles; speak and enunciate clearly; operate two-way radio and telephone equipment; remain in a seated position for prolonged periods of time; hear clearly and speak to callers on the telephone and drivers on the two-way radio; speak and communicate effectively in both English and basic Spanish; deal courteously, effectively, and cooperatively with the public.

Possess skills to be able to calculate fares and miscellaneous cash, handle two-way radios, produce trip logs and bus manifest. Be able to resolve conflict with disgruntled customers, coordinate schedules with transit vehicles and drivers and identify efficient work methods. Be able to provide supervision of Transit drivers and passengers and provide functional control of passengers. Have average hand/eye coordination and the ability to drive while talking. Be able to exert moderate physical skills in assisting riders, and have the ability to lift and move weights of at least 50 pounds.

ESSENTIAL FUNCTIONS OF THE POSITION INCLUDE

- Drive bus or other transit vehicle in passenger service over designated routes in accordance with time schedules or dispatcher instructions.
- When assigned, transport passengers on field trip and to special events.
- Assist passengers in entering and leaving the vehicles, as necessary; load and secure wheelchairs.
- Assist passengers with schedule, route and direction information.
- When applicable, make sure safety belts are properly fastened.
- Observe behavior of passenger as necessary.
- Conduct safety inspections of transit vehicle prior to operation in accordance with Department of Motor Vehicles and other applicable standards.
- Perform minor maintenance, repair and cleaning work on transit vehicles; fuel vehicles and check fluids.
- Collect fares, count passengers and keep records of bus operations.
- Build and maintain positive working relationship with co-workers, other City employees and the public using principles of good customer service.
- Receives telephone calls from citizens needing transportation services.
- Calls the appropriate Transit Driver and provides information regarding the pick-up.
- Obtains information from the callers regarding disabled needs and/or appointment times.
- Receives emergency calls from transit drivers regarding breakdowns and accidents; obtain help for the driver and vehicles and re-routes another vehicle to pick up the passengers.
- Counts and prepares deposits of daily collected fares.
- Ensures that riders reach their destination in time to make appointments.
- Maintains a record of daily trips and passengers.
- Operate a two-way radio.

BENEFITS

Holidays:	The City recognizes 11 days each calendar year plus two (2) floating holidays.
Vacation:	Employees earn 3.70 hours of vacation per pay period for the first three (3) years and increases to the maximum of 9.23 hours per pay period. Vacation is capped at two (2) years' worth of accruals.
Sick Leave:	3.70 hours earned per pay period with no maximum accrual cap.
Retirement:	Employees are members of the California Public Employees Retirement System (CalPERS). The City does not participate in Social Security.
Health Insurance:	Employee pays a portion for the employee and dependent coverage of medical, dental, health; pays 100% of basic life insurance. Buy up life insurance is available.
Medicare:	City pays 1.45% of salary; employee pays 1.45% of salary.
SDI:	1% of salary paid by employee.
Deferred Compensation:	CalPERS 457 Deferred Compensation program is available for employee participation. The City will match an employee's contribution to their Deferred Compensation (457(b)) Plan up to 2% of an employee's salary
Additional:	Longevity is 2.5% for every five (5) years of full-time service; 2.5% bilingual pay; other incentive pay is available. City pays all state mandated training and licenses; pet insurance available.

SELECTION PROCEDURE

Candidates are encouraged to apply and attach required certification(s) through www.CalOpps.org. Applications are available at www.CalOpps.org and from the City website at www.CityofChowchilla.org.

The City of Chowchilla is an equal-opportunity employer. We do not discriminate based on race, color, religion, gender identity, sexual orientation, national origin, ethnicity, political affiliation, age, marital status, medical condition, or disability. The City of Chowchilla makes reasonable accommodations for the disabled. If you believe you require special accommodations in the testing process, you must inform the City of Chowchilla in writing before the testing. Applicants who request such accommodations must document their request by explaining the required type and extent of accommodations.

Candidates considered best qualified based on the information provided will move forward in the recruitment process.

The provisions in this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked at any time.