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## EMPLOYMENT OPPORTUNITY

### Transit Driver I / Dispatcher

\$16.67 - \$21.34 per hour

The City of Chowchilla is seeking a Transit Driver I / Dispatcher, under immediate supervision of the Transit Manager, 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](http://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](mailto: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 DVM

## **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 of the City of Chowchilla, Fairmead and surrounding Madera County area.

**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.

## **SELECTION PROCEDURE**

An employment application can be downloaded from the City of Chowchilla web site at [www.CityOfChowchilla.org](http://www.CityOfChowchilla.org). A printed version can be obtained from Chowchilla City Hall, 130 S. Second St., Chowchilla, CA 93610, or by calling (559) 665-8615 Extension 112.

Candidates must submit application materials that include a complete and signed employment application with copies of the required certificates listed under the Qualifications/Requirements in the Job Description. A completed Safety-Sensitive Employee Application Supplement Questionnaire must also be submitted at the time of application.

Applicants are recommended to apply and submit application materials online at [www.CalOpps.org](http://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](mailto:CityClerk@CityOfChowchilla.org); faxed to (559) 665-7418.

Candidates considered to be best qualified based on the information provided will move forward in the recruitment process. The applicant who is ultimately chosen for the position will have to pass a pre-employment physical, including DOT medical card and DOT drug screen and background check.

## **BENEFITS INCLUDE**

Holidays:	The City recognizes 11 days each calendar year plus 2 floating holiday.
Vacation:	Employees receive 12 days of vacation per year for the first three years of employment. This increases in increments to a maximum of 30 days for 25+ years of employment with maximum accrual caps for each increment.
Sick Leave:	3.7 hours earned per pay period

Retirement:	The City participates in CalPERS
Health Insurance:	Employee pays a portion for employee and dependent coverage of medical, dental, health and life insurance.
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.
Additional:	Longevity pay based on years of service; City pays all state mandated training and licenses.

The City of Chowchilla is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, gender, sexual orientation, national origin, 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 prior to the testing. Applicants that request such accommodations must document their request with an explanation of the type and extent of accommodations required.

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.