



JOB DESCRIPTION

POSITION TITLE: TRANSIT OPERATOR (Part-time Permanent)
REPORTS TO: Recreation and Community Development Manager
REPORTS: None
Date APPROVED:
Date REVISED:

PRIMARY DUTIES:

- 1) Operates the transit vehicle to provide safe and efficient transit services in Rosthern.
- 2) Aids in passenger boarding and seating, including properly securing wheelchairs and other aids used by clients.
- 3) Works closely with the Town Office for client bookings for rides, including the use of a shared calendar system.
- 4) Collects, records, and remits fares to office administration.
- 5) Completes all record keeping, including statistical information as assigned.
- 6) Conducts pre and post trip inspections of the transit vehicle and performs daily maintenance and cleaning activities to keep the transit vehicle tidy and organized.
- 7) Reports all mechanical issues, accidents, incidents, etc. to the designated manager.
- 8) Ensures all standards of Occupational Safety are followed.
- 9) Performs other duties as may be required.

SPECIFICATIONS:

Experience & Qualifications

- 1) Grade 12.
- 2) Valid Saskatchewan Class 5 Drivers License with a clear driver's abstract.
- 3) Criminal records check and a child abuse registry check are required.
- 4) Demonstrated ability to effectively communicate both verbally and in writing.
- 5) Able to work unsupervised.
- 6) Knowledge of working with online calendars would be an asset.

Accountability/Responsibility

This position reports to the Recreation and Community Development Manager.

UNIQUE POSITION REQUIREMENTS

- 1) Work week and schedule may vary.
- 2) Courteous, friendly, and respectful with ability to multi-task.
- 3) Requires excellent customer service.
- 4) Ability to receive and comprehend instructions; work in a team environment; interact positively with supervisors, other staff, and the general public; as well as support and project values compatible with the organization.

EQUIPMENT & SOFTWARE OPERATED OR USED:

- 1) Transit vehicle with electronic lift.
 - 2) Cell phone.
 - 3) Online calendar.
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