

**CITY OF GREENBELT, MD
CLASS SPECIFICATION**

CLASS TITLE: Transportation Operator I and II
DEPARTMENT: Public Works
REPORTS TO: Public Works Director

SALARY GRADE: 6 & 7
FLSA STATUS: N
DATE: 03/2009

JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:

Operates the city vehicle(s) assigned to the Greenbelt Connection, the City's intra-city transit service.

ESSENTIAL JOB FUNCTIONS:

Drives city vehicle and picks up and delivers passengers.

Assists in the loading of passengers and operates wheelchair lift.

Provides information concerning the service to passengers.

Handles cash fares and tickets.

Reports vehicle maintenance or operation problems to the Department of Public Works.

Prepares reports on daily rider ship, vehicle operation and service use.

Schedules trips.

IMPORTANT JOB FUNCTIONS:

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

City Vehicle

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

At the Level I:

High School Diploma or equivalent; and,

One to two years of progressively responsible experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

At the Level II:

High School Diploma or equivalent; and,

Three to four years of progressively responsible experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Maryland Commercial Driver's License – Class D

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

The City and nearby areas.

The operation of automotive equipment.

The laws regulating the operation of vehicles.

The hazards and safety precautions in operating buses and passenger vans.
Department organization, standard operating guidelines and policies, rules, and regulations.

Skill in:

The operation of automotive equipment.

Communicating orally and in writing with internal staff, clients, the general public, and other departmental staff in order to give and receive information in a courteous manner.

Operating and maintaining all assigned equipment required to perform the essential functions of the job.

Mental and Physical Abilities:

Ability to deal with the public in a courteous and tactful manner.

Ability to explain the service clearly.

Ability to establish and maintain effective working relationships with a variety of people.

While performing the essential functions of this job the employee is frequently required to sit; speak and hear; lift and/or move up to 20 pounds frequently and 50 pounds occasionally.

Working Conditions:

Work is performed outdoors and in a vehicle exposing the employee to various outside atmospheric conditions.

The incumbent's working conditions are typically moderately quiet to loud.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.