

Community Connection of Northeast Oregon, Inc.
Position Description
Transit Operations Assistant – Level I and II
Level I - Range 10 (\$16.83 - \$22.06 per hour)
Level II – Range 12 (\$17.61 – \$23.09 per hour) +\$1.00 for CDL

Position Classification	
Salary	
Hourly-----	X
Overtime Exempt	
Overtime Non-Exempt----	X
Safety Sensitive-----	X

GENERAL STATEMENT OF DUTIES

Assists the Transit Assistant Manager or the County Manager with the daily functions of Public Transportation Programs.

SUPERVISION RECEIVED

Works under the direct supervision of the Transit Manager or the County Manager.

SUPERVISION EXERCISED

May have limited daily supervision of transit staff and volunteers, only in the absence of the Transit Assistant Manager, Transit Manager or the County Manager (should only be assigned as temporary supervisory duty).

TYPICAL EXAMPLES OF WORK: (Any one position will not usually involve all the duties listed and many positions will involve duties which are not listed).

1. Compile reports from the daily record keeping of public transit drivers.
2. Monitor and respond to the maintenance needs of the public transit fleet based on:
 - a. Daily inspection records
 - b. Planned maintenance intervals.
 - c. Unplanned repairs that may arise during transit operations.
 - d. Annual inspection requirements
3. Maintain repair records and vehicle files for routine Public Transit audits.
4. Assist County Manager in preparing materials for:
 - a. Advisory Council and Board Meetings
 - b. Public presentations
 - c. Marketing and Stakeholder outreach
5. Provide transit orientation and/or travel training to partners and new passengers.
6. Assist with scheduling, manual and/or automated dispatch and advance trip assignment for transit equipment, personnel, and volunteers.
7. Assist with record keeping for on-going training requirements.

8. Fill-in for bus drivers as needed, as well as on a regular rotation to relieve bus drivers for scheduled breaks and lunches (Not to exceed 33% of total annual hours worked).
9. Other duties as assigned.

REQUIRED EDUCATION & TRAINING (Including Accreditation and/or licensing)

- ~ High School diploma or GED required. Public transit and/or supervisory experience a plus but not mandatory. Must possess valid Oregon driver's license and good driving record. CDL with passenger endorsement desirable.
- ~ Must satisfactorily complete required trainings such as:
 - Oregon Department of Transportation
 - Drug and Alcohol Awareness
 - Reasonable Suspicion Training
 - Other trainings as required.
- ~ The Transit Operations Assistant is a Safety Sensitive position. Will be subject to on-going random drug and alcohol screens.
- ~ Regular attendance, a clear speaking voice, ability to work pleasantly and professionally with the public and co-workers, ability to follow written and oral instructions in English, and flexibility are absolute musts. Fluency in a language in addition to English is a plus.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge:

the body of information you have that can be applied in helping you to do the job

- ~ Knowledge of state and federal transportation program rules and regulations.
- ~ General knowledge of standard office procedures and equipment.

Skills:

the quantifiable and measured handling of things, data or people, either verbally, manually, or mentally to accomplish an objective

- ~ General computer skills including, but not limited to, Microsoft Word and Excel, typing, and data entry.
- ~ Critical thinking skills and analytical skills required. Must be self-directed, have good time management and organizational skills.
- ~ Exceptional people skills are crucial, including the ability to solve people problems.

Abilities:

the capacity to perform or to express a given skill

- ~ Demonstrate the ability to apply the required knowledge and skill listed to a positive work outcome.

- ~ Ability to practice sound judgment in making transportation related decisions that benefit the clients we serve as well as the agency and driving staff.
- ~ Must possess strong writing and communication skills.
- ~ Proficient typing and data entry speeds (approx.40 wpm).
- ~ Proficient in the use of office machines such as fax machines, copiers, multi-line phone systems and calculators.
- ~ Demonstrate the ability to communicate effectively in person and over the phone with the general public, showing emphasis on the keen ability to actively listen to individuals that may be elderly or in a medically fragile state.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- ~ Position predominantly requires sitting but will also include the following: standing, walking, bending, lifting, carrying, twisting, and kneeling.
- ~ Ability to lift up to 35 lbs. to move file boxes or office equipment, as needed.
- ~ Noise environment is that of a busy office as frequent telephone and radio use is required (driving duties will change this environment).

Must pass a pre-employment drug test and criminal history background check.

Community Connection is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.

If you need assistance or an accommodation due to a disability, you may contact us at jobs@ccno.org or you may call us at 1-541-963-3186.
