



Village of Palmetto Bay

Position Description

POSITION OPENING DATE	FRIDAY, JANUARY 17, 2014
POSITION CLOSING DATE*	FRIDAY, JANUARY 31, 2014

*No applications will be accepted after 5:00 p.m. (local time) on the closing date. Village Hall will be closed on Monday, January 20, 2014.

POSITION TITLE:	Bus Operator
FUNCTIONAL AREA:	Department of Public Works
PAY GRADE:	PG 2
CURRENT PAY RANGE:	Min.: \$22,380.80 Annual/ \$1,865.07 Monthly/ \$10.76 Hourly Max.: \$39,915.20 Annual/ \$3,326.27 Monthly/ \$19.19 Hourly
CLASSIFICATION:	Part-Time; less than 32 hours per week
APPROVED/UPDATED:	February 2011/ October 2012

This position is offered with no benefits.

General Summary: Responsible for the safe and efficient operation of a public transit shuttle bus for the Village of Palmetto Bay. Incumbent's responsibilities further include checking all bus operating systems to ensure that it is operating safely, assisting passengers when necessary and maintaining a good rapport with the passengers served.

Supervision Received and Exercised: The position reports to the Director of Public Works or his/her designee.

Essential Duties and Responsibilities:

- ◆ Operates a bus on an assigned route and established schedule and complies with all federal, state, and municipal traffic laws and regulations.
- ◆ Operates and/or utilizes all standard safety equipment installed in the transit passenger vehicles, including safety harnesses, restraints, and any other equipment as required by the Americans with Disabilities Act, federal, state, and local regulations to ensure passenger safety.
- ◆ Assists in loading, securing, and unloading passengers when necessary as well as wheelchairs and disabled passengers in accordance with the requirements of the Americans with Disabilities Act.
- ◆ Announces major stops and transfer points.
- ◆ Responds to inquiries from passengers concerning bus route and bus schedule information; provides assistance as necessary in a courteous manner.
- ◆ Maintains periodic contact with the supervisor to convey conditions affecting the operation of the route as required.



Village of Palmetto Bay

Position Description

- ◆ Examines the bus daily to insure its proper mechanical operation, including a comprehensive review of all safety features.
- ◆ Promptly reports to the supervisors any dangerous conditions which may compromise the safety of passengers or others.
- ◆ Issues reports involving problems encountered on the route, including reckless driver reports, equipment failure reports and changing road condition reports.
- ◆ Prepares daily reports reflecting the number and type of passengers and other data as directed; records mileage as directed
- ◆ Assists in the routine maintenance of vehicles, including fueling and general maintenance; coordinates cleaning, routine servicing and repairs of assigned passenger vehicle.
- ◆ When bus is inoperable, assists with fueling, cleaning, maintenance and other tasks as directed.
- ◆ May be required to work different shifts and respond to emergency callback; may be required to work outside of the normal scope of work in the event of a declared emergency.
- ◆ Perform other duties as assigned for the Department of Public Works

Minimum Qualifications:

Education & Experience:

- ◆ A High School Diploma or a GED equivalent
- ◆ Three (3) years of previous experience driving a 25 passenger shuttle bus or heavy duty commercial passenger vehicle
- ◆ A valid State of Florida Commercial Driver's License (CDL) class B with passenger endorsement for operation of a public vehicle; must also have a clean driving record for the past 3 years, which is acceptable to the Village's insurance carrier.

Other Required Competencies

- ◆ Must be able to communicate (orally) well in English.
- ◆ Must work cooperatively with others, maintain effective relationships with supervisors and be helpful and courteous with the general public.
- ◆ Required to operate a bus in compliance with all applicable regulatory requirements and standards; must be familiar with the local geography and roadway system, state and local traffic laws and defensive driving methods.
- ◆ Must have thorough knowledge of safety features and the safe operation of a public transit bus, including its safety system and features.

Working Conditions and Physical Requirements:

- ◆ Incumbents must be able to meet the physical requirements of the position and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed.
- ◆ Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.



Village of Palmetto Bay

Position Description

- ◆ Ability to use hands, handle, or operate objects, tools, or controls; reach with hands and arms; climb or balance and stoop, kneel, and crouch. Each of the listed activities also requires standing, reaching, sitting, walking, bending, stooping, climbing on stools and ladders, and routinely lift and carry items and boxes up to forty (40) pounds.
- ◆ Use of two-way radio.
- ◆ Ability to sit for extended periods.
- ◆ Physically capable of operating and/or utilizing all standard safety equipment including safety harnesses, restraints, and any other equipment required by the American Disabilities Act and ability to assist passengers with such equipment when necessary.
- ◆ Driving, fueling, cleaning and maintaining a Village shuttle bus.

The minimum requirements may be waived by the Village Manager. The Village of Palmetto Bay reserves the right to update and/or change this job description at any time. Once a conditional offer has been made, selected applicants are required to complete all requisites established by the Village for employment. This shall include verification of employment, a national criminal background check, a review of the applicant's driving record, and a drug/alcohol test.