



JOB TITLE:	Fixed-Route Transit Operator (Part-Time, CDL required)	GRADE	6
DEPARTMENT:	Transit	FLSA STATUS:	Non-Exempt
REPORTS TO:	Transit Operations Supervisor		

GENERAL RESPONSIBILITIES:

Performs responsible semiskilled work in the safe and proper operation of commercial transit vehicles. Direction is provided by the Transit Operations Supervisor and occasionally the general direction of other management and office personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Makes thorough and appropriate pre-trip inspections, reporting any noted defects as required.
2. Picks up, transports, and discharges passengers according to established procedures.
3. Assists passengers boarding or disembarking transit vehicles when requested.
4. Maintains order and discipline among transit passengers.
5. Assures the proper collection of fares or other payment media.
6. Adheres to prescribed routes and schedules to the extent possible.
7. Always maintains high-quality passenger relations.
8. Attains a working knowledge of bus schedules and routes and carries timetables to assist with passenger inquiries.
9. Produces any required reports in an accurate and timely manner.
10. Supplements demand response driver positions when needed.
11. Performs other related work duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

General knowledge of the principles and practices of operating a commercial transit passenger vehicle; thorough knowledge of the traffic laws and regulations; general knowledge of the skill and care required in the operation of the equipment in each vehicle; ability to understand and follow oral and written directions; dependability; ability to establish and maintain effective working relationships with associates and the general public. All Transit Department employees are subject to substance abuse screenings under Federal Transit Administration Regulations.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and considerable experience in operating motorized equipment. Good customer relations skills.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects, and some medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires reaching, pushing, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at everyday articulated word levels; visual acuity is needed for depth perception, color perception, night vision, peripheral vision, visual inspection involving minor defects and/or small parts, operation of motor vehicles or

equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise, vibration, and atmospheric conditions.

SPECIAL REQUIREMENTS:

- . A valid Class “B” Commercial Driver’s License with air brake and passenger endorsements.
- Applicants who do not have a valid Class “B” Commercial Driver’s License at the time of hire:
 - Must obtain Class “B” learners permit within 60 calendar days from date of hire.
 - Must obtain and maintain a valid Class “B” Commercial License within the first 6 months from date of hire.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential tasks.

The Transit Department is considered an ‘*Essential Personnel*’ department by the Washington County Board of County Commissioners. Reporting to work when scheduled is required regardless of the status of other county operations. Inclement weather rarely affects transit operations.

Revised: 01/2018, 02/2019, 7/2019, 3/2024

Easy Ways to Apply:

1. Visit our website at <https://www.washco-md.net/jobs/>
or
2. Complete and email an Application to HR@washco-md.net
or
3. Complete and mail Application to:
**Washington County Human Resources Department,
100 W. Washington Street, Room 2300,
Hagerstown, Maryland 21740**

Washington County is an Equal Opportunity Employer. Individuals requiring special accommodations or assistance are requested to contact the Human Resources Department at 240-313-2350, Voice or TDD (D/HH use 711) M/F/H/V.

**DEADLINE FOR FILING APPLICATIONS WITH HUMAN RESOURCES:
Open Until Filled**