



JOB TITLE:	Transit Operator (Part-Time) Non - CDL	GRADE	5
DEPARTMENT:	Transit	FLSA STATUS:	Non-Exempt
REPORTS TO:	Transit Operations Supervisor		

GENERAL RESPONSIBILITIES:

Responsible for the safe, proper, and professional operation of passenger vehicles. Direction is provided by the Transit Operations Supervisor and occasionally by 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. Operates one of several different passenger vans in a safe, courteous, and reliable manner throughout the service area within a daily assigned time schedule.
3. Picks up, transports, and discharges passengers according to established procedures.
4. Assists in the boarding of passengers, including those using wheelchairs or other mobility aids, and their proper securement.
5. Assures the proper collection of fares or other payment media.
6. Adheres to prescribed routes and schedules to the extent possible.
7. Treats all passengers with respect providing courteous service at all times. Advise passengers of rules and regulations when necessary.
8. Produce required reports in a timely manner.
9. Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of the principles and practices of operating a passenger vehicle; thorough knowledge of the traffic laws and regulations governing passenger vehicle operation; general knowledge of the skill and care required in the operation of the equipment; ability to understand and follow oral and written directions; dependability; ability to establish and maintain effective working relationships with associates and the general public. Must be willing to work varied hours and days depending on the level of service.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and considerable experience in the operation of motorized equipment.

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 normal spoken word levels; visual acuity is required for depth perception, color perception, night vision, peripheral vision, visual inspection involving small 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:

Possession of an appropriate, valid driver's license (non-CDL).

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

Revised: 7/2016, 9/2018, 11/2025

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Applicant must be legally authorized to work in the United States and willing to provide unexpired USCIS Form I-9 employment eligibility verification documentation upon request.

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.

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**

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