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## TRANSIT OPERATIONS SPECIALIST

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**PAY GRADE**

**9-11**

**SALARY RANGE**

**\$34,798 - \$50,523**

**FLSA STATUS**

**Non-Exempt**

### GENERAL DESCRIPTION

Performs routine to complex (journey-level) transit operations, dispatch, or maintenance support work. Work involves performing a variety of transit, operations, dispatch, or maintenance activities. May supervise and provide guidance to others. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

This position is considered safety-sensitive and is governed by the Federal Transit Administration (FTA) drug & alcohol testing regulations.

### EXAMPLES OF WORK PERFORMED

- Develops and implements structured schedules, routes, and manifests.
- Assists in planning projects and establishing priorities.
- Perform regular duties during rotational on-call hours.
- Operates a mobile radio or similar device to communicate with operations staff.
- Collects and enters information into databases, processes letters to staff, and performs other general clerical services.
- Prepares and reviews reports of materials used, project cost, employee time, and other transit service reports.
- Assists in the preparation and implementation of policies and procedures.
- Receives and processes rider applications and payments for services.

- May respond to accident(s) / incident(s) of operations staff, photograph, create and file record report, collect police report, and track maintenance of fleet.
- May maintain and repair transit operations equipment, systems, or components.
- May inspect and evaluate equipment and systems.
- May oversee and report on the work of others.
- Performs related work as assigned.

## **GENERAL QUALIFICATION GUIDELINES**

### **EXPERIENCE AND EDUCATION**

Experience in transit operations, dispatch, fleet maintenance, or administrative support work. Graduation from a standard senior high school or equivalent is generally preferred. Experience and education may be substituted for one another.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Required to pass Pre-Employment Drug Testing; Required to pass a physical examination; Must have no more than one (1) traffic citation for moving violations in the past year and no DWI/DUI convictions in the last seven years.

Knowledge of call center operations, practices, and administrative procedures.

Skill in the use of standard office equipment and software.

Ability to respond to public inquiries in a timely manner; to implement administrative procedures; to interpret rules, regulations, policies, and procedures; and to communicate effectively.

**By signing below, I acknowledge that I have read this job description, and to the best of my knowledge, meet the required knowledge and skills for this position.**

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**Name**

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**Date**