



# ***POSITION VACANCY ANNOUNCEMENT***

***Position:*** Transit Operator (PT)  
***Posting Date:*** February 6, 2019  
***Starting Salary:*** \$11.08

***Department:*** Transit  
***Closing Date:*** February 20, 2019  
***FLSA Status:*** Non-Exempt

## **Job Summary:**

This position is responsible for driving a van to transport citizens.

## **Major Duties:**

- Operates a van to pick up and transport citizens to various locations throughout the county.
- Accepts money from patrons; maintains records of same; balances transit funds.
- Maintains trip record, mileage and preventive maintenance logs.
- Performs preventive maintenance on the vans, including oiling and fueling, checking for repair needs, and driving vans to the service shop.
- Cleans and washes the van.
- Assists patrons in getting on and off the transit van; assures that wheelchair-bound patrons are properly secured.
- Responds to passenger complaints.
- Operates a cell phone and onboard table to send and receive messages.
- Trains Transit Operators.
- Performs other related duties as assigned.

## **Minimum Qualifications:**

- Ability to read, write and perform basic mathematical calculations.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle operated.

The successful candidate must pass a Background/Reference Check, and Pre-Employment Drug Screenings prior to the start of employment.

Habersham County is an Equal Opportunity Employer.

***To Apply:*** All applicants must complete a Habersham County Employment Application. An application can be submitted online or downloaded from our website [www.habershamga.com](http://www.habershamga.com). You may also submit your application to the Human Resources Department, Administration Building (Located on the 1st floor in the Old Courthouse), 555 Monroe Street, Clarkesville, GA 30523. For more information please call (706) 839-0214.