POSITION VACANCY ANNOUNCEMENT

Position: Transit Operator (PT)
Posting Date: April 17, 2019
Starting Salary: $11.08

Department: Transit
Closing Date: May 1, 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:
- Must satisfactorily complete a background check and drug test.
- At least one (1) year experience in related field.
- Knowledge of defensive driving techniques.
- Knowledge of proper body mechanics and proper lifting techniques.
- Knowledge of county layout and ability to locate clients for pickup and return.
- Skill in safe driving in all types of weather and traffic conditions.
- Ability to effectively communicate both orally and in writing by giving and receiving directions.
- High school diploma or GED
- Possession of a valid driver's license issued by the State of Georgia for the type of vehicle operated.
- Excellent driving record.

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. Applications can be found online at www.habershamga.com. Applications and a detailed job description can be picked up at the Habersham County Human Resources Department, Administration Building located at 130 Jacob's Way, Clarkesville, GA 30523 in room 301. For more information please call (706) 839-0214.