

**San Luis Obispo Regional Transit Authority  
Job Description**

**JOB TITLE:** Administrative Assistant  
**DEPARTMENT:** Administration  
**REPORTS TO:** Deputy Director/CFO  
**FLSA STATUS:** Non-Exempt  
**EFFECTIVE DATE:** July 2019

**JOB SUMMARY**

Under the direction of the Deputy Director/CFO, performs various administrative, clerical and Board administrative duties to support RTA staff, the RTA Board, and the South County Transit Board, including office administration, preparation of Board packets and materials, correspondence, senior staff scheduling, meeting minutes, customer/community relations activities supporting the organization.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Prepare, distribute, and post agendas and related materials for Board and various committees both in paper and electronic forms.
- Schedule staff and Board appointments and meetings including confirmation of quorums.
- Transcribe minutes for Board and various committee meetings.
- Perform clerical or technical administrative duties
- Screens and routes telephone calls to Executive Director, department head or appropriate staff member.
- Compose various statistical reports, correspondence and documents.
- Coordinates the distribution of materials for all major procurements including RFPs/IFBs for various projects.
- Relieve department head of routine administrative tasks such as compiling statistical information.
- Maintain a wide variety of office equipment.
- Finalize resolutions and contracts signed by the Board and/or Executive Director.
- Answer and direct customer questions regarding bus routes as well as other transit options.
- Maintain/update eligibility list for various passes and pass discounts.
- Assist with ADA Paratransit application intake and scheduling process.
- Prepare invoices and receipts for bus pass sales.
- Record customer comments.

- Assist with marketing, outreach and other activities as needed.
- Coordinate Form 700s, Statement of Facts, Brown Act compliance and other regulatory processes.

## **QUALIFICATIONS**

- Principles of office administration
- Principles of report writing
- Analytical methods and techniques used for data gathering and analysis
- Principles of project management
- Good customer relations skills
- Use and maintain office equipment

To perform this job successfully, must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

- AA Degree or an equivalent combination of education and experience in office administration, general administration, or customer relations in a public or nonprofit organization or entity for a minimum of three years.
- Experience in developing, organizing and coordinating the preparation of Board materials, reports, correspondence for Board of Directors meetings, and committee meetings for a multi-faceted public and or private entity.
- Understanding of basic office administration.
- Understanding of office equipment and technology.
- Familiarity with the Brown Act preferred.

## **PHYSIACL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to fingers, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand; walk; sit; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and Ability to adjust

focus.

**San Luis Obispo Regional Transit Authority  
Job Description**

**JOB TITLE:** Accounting Technician I and II – Administration/Maintenance  
**DEPARTMENT:** Finance and Administration  
**REPORTS TO:** Grants and Finance Manager or  
Manager, Maintenance and Facilities  
**FLSA STATUS:** Non-Exempt, At-Will  
**Effective Date:** July 1, 2021

**JOB SUMMARY**

Under the direction of the Grants and Finance Manager or Manager, Maintenance and Facilities, perform a variety of accounting duties related to General Accounting including: 1) Accounts Payable processing; 2) Accounts Receivable processing; 3) Journal entry processing; 4) Journal entry posting; 5) Fixed Asset accounting; 6) Fare revenue collection and reconciliation; 7) Vehicle maintenance work order entry and filing; 8) Vehicle maintenance software reporting and upkeep; and 9) back-up of other administrative and accounting staff. The Accounting Technician II – Administration classification additionally supports the RTA in procurement, purchasing and request for proposal/bid processes, and audit support as needed. The duties and responsibilities include the application of both manual and computerized accounting procedures and reconciliation functions and oral and written communication skills.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Demonstrated customer service experience requiring a very high level of diplomacy and professionalism.
- Ability to use tact and diplomacy to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems.
- Must have ability to clearly answer routine questions and to be able to analyze and reconcile a variety of accounts and resolve operating and procedural problems.
- Excellent computer skills and proficiency with a variety of computer applications including word-processing, spreadsheets, databases, on-line systems, Internet as well as online calendaring and email.
- Must operate a 10-key calculator by touch.
- Knowledge and understanding of: basic arithmetic; financial record-keeping methods, procedures, and practices; and general office procedures.
- Familiarity with, or ability to learn, governmental financial record-keeping methods.
- Must work independently and perform financial or statistical work of moderate difficulty rapidly and accurately.
- Experience in an enterprise financial management or maintenance work order computerized environment including the processing of journal entries, establishing new accounts, and extensive reconciliation is required.
- Ability to review financial documents for accuracy, completeness, validity, and adherence to standards.
- Provides clerical and technical administrative support to the purchasing and contracting process; modifies established templates and formats to prepare a variety of purchasing-related documents and correspondence including requests for bids/proposals, contracts, renewals,



requisitions, purchase orders, proposals, agreements, and correspondence; proofreads documents for accuracy, completeness, and compliance with purchasing policies, procedures and requirements; coordinates administrative approval processes. (Accounting Technician II – Administration)

- Performs related work as required.
- Ability to interpret, communicate, and apply policies and procedures.
- Demonstrated ability to maintain a high degree of confidentiality. Ability to exercise discretion and judgment in carrying out responsibilities.
- Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in and outside a public agency with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds
- Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.
- Working knowledge of or ability to quickly learn infrastructure, policies and procedures.
- Excellent communication skills; ability to effectively communicate information in a clear and understandable manner, both verbally and in writing.
- Thorough knowledge of English grammar, spelling and punctuation

### **DISTINGUISHING CHARACTERISTICS**

The Accounting Technician I – Administration classification is the associate-level position in the series. Incumbents perform complex accounting duties under general supervision and provide fiscal support to a large division or small department.

The Accounting Technician II – Administration classification is the advanced-level position in the series. Incumbents work independently, provide specialized fiscal support, trains staff members as assigned, and performs clerical and technical administrative duties that require substantial interpretation and application of laws, regulations and/or specialized departmental and program policies.

### **QUALIFICATIONS**

To perform this job successfully, must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Methods, procedures and terminology used in professional accounting work
- Financial and statistical record-keeping techniques
- Budgeting practices regarding preparation monitoring and control
- Financial analysis and projection techniques
- Operation of a computer and assigned software
- Effective oral and written communication and interpersonal skills

### **EDUCATION and/or EXPERIENCE**

Accounting Technician I – Administration:

- Associates Degree in Accounting is preferred.
- The equivalent of five years of progressively responsible experience in maintaining or reviewing general accounting records.
- Familiarity with accounting principles and accounting systems.

- Demonstrated skills in an institutional environment utilizing a customer-oriented and service-centered attitude.

Accounting Technician II – Administration, in addition to those listed under Accounting Technician I – Administration:

- Experience must have included at least two (2) years administering purchasing related processes.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to fingers, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand; walk; sit; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and Ability to adjust focus.

### **MENTAL DEMANDS**

While performing the duties of this job, an employee uses written and oral communication skills; reads and interprets data, information and documents; analyzes and solves problems; uses math and mathematical reasoning; performs highly detailed work; deals with multiple concurrent tasks; and interacts with others encountered in the course of work.

### **WORK ENVIRONMENT**

The employee works in an office environment where the noise level is usually quiet. May work out in the field when needed. May require availability to work a flexible schedule.

**San Luis Obispo Regional Transit Authority**  
**Job Description**

**JOB TITLE:** Apprentice  
**DEPARTMENT:** Maintenance  
**REPORTS TO:** Manager, Maintenance and Facilities  
**FLSA STATUS:** Non-exempt  
**EFFECTIVE DATE:** July 2019

**JOB SUMMARY**

Under immediate supervision, performs work of routine difficulty in repairing Mechanized equipment; performs related work as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** (Other duties may be assigned)

- In a learning capacity, participates in the repair of a variety of RTA-owned vehicles including automobiles, trucks, vans and buses; participates in tune-ups and complete overhauls of gasoline and diesel engines, manual and automatic transmissions, differentials, drive lines, universal joints, air, electric and hydraulic brake systems, air conditioning systems, frames, suspensions and alignments, diesel and gasoline fuel systems and carburetors, generators and alternators, and power and manual steering gear systems.
- In a learning capacity, participates in preventive maintenance, repair and modification work on specialized accessories and equipment, including hydraulic systems and emergency lighting systems, specialized RTA-owned equipment and vehicles, and other on-site special vehicles and equipment.
- In a learning capacity, performs gas and arc-welding functions for minor vehicle operational repairs.
- In a learning capacity, utilizes testing equipment, electronic and standard ignition testers, and analyzing scopes in trouble shooting, maintenance and repair work.
- In a learning capacity, participates in the modification of general fleet vehicles.
- In a learning capacity, performs minor body work on vehicles.
- In a learning capacity, performs emergency field repairs on all RTA-owned vehicles and equipment.
- In a learning capacity, participates in the training of Equipment Mechanic Assistants in the repair and maintenance of mechanized equipment.

**QUALIFICATIONS**

- Knowledge of tools and equipment used in servicing and maintaining automotive equipment and motorcycles.

- Knowledge of methods and materials used in cleaning automotive equipment.
- Knowledge of safety practices and procedures to be observed in work.
- Skill in using mechanic's tools and lubricating equipment.
- Ability to follow oral and written instructions.
- Ability to recognize conditions in automotive equipment which need repair adjustment or replacement.
- Ability to keep required records, and to schedule equipment for servicing.
- Ability to demonstrate a high degree of mechanical aptitude.

#### **PHYSICAL DEMANDS:**

The essential functions of this job are performed in both a shop environment and outside in various weather conditions, including extreme heat and cold. Work is performed on ladders, around moving vehicles, equipment and machinery with moving parts, under wet and slippery conditions and, occasionally, with hands in water. Incumbents are exposed on a daily basis to a dry atmosphere, intermittent loud noise and vibrations, dust, silica, fumes, smoke, gases, grease, oils, electrical energy, and toxic and/or caustic chemicals.

On a daily basis, the essential functions of the job require employees to climb ladders, stoop, kneel, crouch, stand, and walk and occasionally to crawl into confined spaces; to extend arms and use upper extremities, finger dexterity and hand strength to reach, pick, pinch and grasp tools and controls and/or to feel the attributes of objects; to lift, and carry objects weighing up to 50 pounds; to push and pull objects weighing up to 150 pounds; to hear and talk to receive and communicate instructions and other information; to rotate neck left and right and bend neck forward and backward; to bend and twist torso; to read and see objects clearly within one foot to arms length, and occasionally to twenty feet, requiring a full field of vision and good depth perception with the ability to adjust focus and distinguish basic colors and shades of color; and to operate vehicles and equipment requiring the use of both feet and hands

**San Luis Obispo Regional Transit Authority**  
**Job Description**

**JOB TITLE:** Bus Operator  
**DEPARTMENT:** Operations  
**REPORTS TO:** Lead Operations Supervisor  
**FLSA STATUS:** Non-exempt  
**EFFECTIVE DATE:** July 2019

**JOB SUMMARY:**

The position of Bus Operator is responsible for the safe, dependable, and professional operation of RTA Buses, Paratransit Vehicles, and Trolleys in order to provide the highest quality of service to RTA customers and communities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** (Other duties may be assigned)

- Operates assigned RTA equipment in a safe, reliable, professional and courteous manner
- Maintains a valid Commercial Driver's License (CDL) with all necessary endorsements.
- Ability to operate all vehicles within the company's service operations fleet
- Provides the highest quality of customer service to passengers and the general public
- Keeps scheduled time points per the printed run sheets and adheres to running time between time points
- Ensures customers pay appropriate fare or possess appropriate fare media
- Ensures vehicle has necessary schedules and customer information. Provides information to customers and the general public on RTA services as well as other services in the County.
- Ensures that vehicles are inspected before use and are safe. Inspects radio, farebox, and all onboard equipment to ensure that it is operable. When turning over the bus, trolley or paratransit vehicle to another operator, provides any information relevant on the vehicle condition
- Notifies dispatch of any accident, incident, equipment failure, or when there is an operating issue that would require a detour or that is out of the ordinary
- Follows all RTA operating policies and procedures

**QUALIFICATIONS:**

**Education/Experience:** High School diploma/GED or job experience necessary to provide the knowledge and skills to perform the duties of Bus Operator.

**Certificates and Licenses:** Must maintain an active California CDL with appropriate endorsements throughout employment; must pass a DOT physical and drug/alcohol screen prior to acceptance and annual/random drug/alcohol screens for the duration of employment with RTA.

**OTHER EMPLOYMENT STANDARDS:**

- Good driving record with no Driving While Intoxicated (DWI), Driving Under the Influence (DUI) or similar charges; reckless driving, railroad crossing violations, failures to appear (FTA) or leaving the scene of an accident offenses. (Consideration may be given after ten (10) years)
- No more than a total of two (2) moving violations or accidents within the last three (3) years.
- No suspended or revoked licenses within the past 10 years for moving violations or violations of criminal laws.
- Any combination of violations, unfavorable road observations or accidents that indicates a pattern of unsafe vehicle operation behavior, whether on or off the job.
- Minimum of five years driving experience.
- Ability to perform simple math and write basic reports and learn and understand motor vehicle regulations.
- Reasonable knowledge of the service area and ability to read basic maps.
- A background and reference check will be conducted.

**WORK ENVIRONMENT:**

This position may be required to work shifts, weekends and holidays. While performing the duties of this job, the employee will be sitting for long periods while driving and is frequently exposed to work near moving mechanical parts and fumes or airborne particles. The employee is occasionally exposed to toxic or caustic chemicals; outdoor weather conditions and risk of electrical shock. The noise level in the work environment is usually moderate to loud.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit; use of hands and fingers, handle or feet reach with hands and arms; and talk or hear. Position requires ability to lift, push, pull, assist and secure wheelchair passengers and minimum 50 lbs. Visual acuity to determine color, depth and field of vision.

**San Luis Obispo Regional Transit Authority**  
**Job Description**

**JOB TITLE:** Deputy Director/Chief Financial Officer (CFO)  
**DEPARTMENT:** Finance and Administration  
**REPORTS TO:** Executive Director  
**FLSA STATUS:** Exempt  
**EFFECTIVE DATE:** July 2019

**JOB SUMMARY**

Provides leadership and directs the Authority's financial, human resources, marketing and administrative functions while supporting the goals and objectives of the RTA. Responsible to the Executive Director for the planning, execution, oversight and direction of RTA's finance, accounting, budget and administrative programs and projects. Also responsible for the Authority's marketing and customer relations, and safety and training programs and department functions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Prepare, analyze and monitor annual operating and capital programs. Monitor, evaluate and reconcile accounts related to assigned budget funds and prepare income and expenditure projections for budget preparation.
- Analyze, audit, monitor and maintain financial records and reports in support of funds and budgets. Maintain/compile all related data to assure accuracy of data, establishes policies and procedures that are compatible with generally accepted accounting principles
- Prepare grants and related quarterly reports for reimbursement
- Prepare data and reports for other reporting requirements including LGFA, NTD, etc.
- Supervise, train and evaluate Grants Administrator, Administrative Services Officer, Marketing and Community Relations Manager, Safety and Training Manager, Administrative Analyst and other personnel assigned to department
- Responsible for managing and administration of the RTA's human resource function including the development of all HR policies and procedures, recruitment, staff development, development and administration of employee benefits program and the training and development program for all RTA employees and new employees.
- Responsible for managing the administration of the RTA's marketing
- Process payroll, audit payroll transactions and maintain various software applications for accounting software, payroll and other applications
- Calculate, post, audit and adjust journal entries, update accounts to reflect revenue and expenditures, prepare monthly financial reports
- Oversee purchasing policies and procedures to ensure that proper procurement

- procedures are being followed by RTA staff and guidelines
- Other duties as assigned by the Executive Director
- Serves as the Chief Executive Officer for the organization in the absence of the Executive Director.

## **QUALIFICATIONS**

To perform this job successfully, must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must have knowledge of:

- Methods, procedures and terminology used in professional accounting work
- Organize projects, collect relevant information, and provide oral reports on principles and practices of governmental accounting (including GAAP)
- Analysis of complex financial statements and reports
- Financial and statistical record-keeping techniques
- Preparation of financial statements and comprehensive accounting reports
- Budgeting practices regarding preparation monitoring and control
- Financial analysis and projection techniques
- Applicable laws, codes, regulations, policies and procedures
- Operation of a computer and assigned software
- Effective oral and written communication and interpersonal skills
- Basic principles and practices of equal employment opportunity

## **EDUCATION and/or EXPERIENCE**

- A Bachelor of Arts degree in Business Administration or Public Administration with an emphasis in Accounting, Finance or Economics, and a minimum of five years of progressively responsible experience in accounting, finance and/or administration that would demonstrate the requisite knowledge, skill and abilities to manage a finance department. A CPA if preferred.
- Must have experience in public sector accounting and finance as well as experience in the administration of grants.
- Must have experience preparing annual reports, operating and multi-year capital programs. Ability to speak and give presentations in public forums.
- Must have experience in the administration and oversight of employee benefit plans and the development and administration of workplace rules, policies and procedures including all applicable federal and state workplace safety and security rules/regulations.



## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to use hands to finger, handle, or feel, reach with hands and arms, and talk or hear. The employee is frequently required to stand for prolonged periods of time, walk, sit, climb or balance, and stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this position include normal visual range with or without correction; close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. Specific hearing abilities required are normal audio range with or without correction.

**San Luis Obispo Regional Transit Authority  
Job Description**

**JOB TITLES:** Grants Administrator, and Grants/Finance Manager  
**DEPARTMENT:** Administration and Finance  
**REPORTS TO:** Deputy Director/CFO  
**FLSA STATUS:** Exempt, At-Will  
**EFFECTIVE DATE:** April 24, 2019

**JOB SUMMARY**

The Grants Administrator and Grants/Finance Manager series performs professional and technical work related to service planning and the administration of grants. Primary duties include the collection and reporting of performance data for federal, state and local funding partners, preparation and filing of grant applications, and developing quarterly reports.

In addition to the primary duties listed above, the Grants/Finance Manager assists in the oversight and administration of accounting functions, budget preparation and contract management oversight.

Either position reports directly to the Deputy Director/CFO.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Administer grant application, reimbursement, and reporting progress of grants as required by the respective grants. Included but not limited to:
  - FTA 5307 for the four small urbanized areas served by the RTA
  - FTA 5339 Bus and Bus Facilities
  - FTA 5311 and 5311(F)
  - Rural Transit Fund Grant
  - SLOAPCD grants (MOVER, AB617, etc.)
- Administer NTD reporting.
- Attend training, conferences, and workshops as directed for improving grants management, and budgeting strategies and techniques.
- Assist in developing RFP/contracts for procurement projects.

**Additional Essential Duties and Responsibilities for Grants/Finance Manager**

- Ensure all staff adheres to the RTA procurement policy, specifically when it pertains to FTA and state grants.

- Supervise Accounting Technician – Administration, who performs the following tasks:
  - Oversee Accounts Payables process, including occasional review of and processing of invoices for payment using SAP accounting software.
  - Administer GFI Genfare software and fare revenue reconciliation.
  - Oversee Accounts Receivable process, including review of bank deposits.
- Research and compile data for inclusion in planning studies and reports.
- Assist in administering the agency's federal Title VI and DBE programs.

## **QUALIFICATIONS**

- Principles of accounting and finance
- Principles of grant preparation and administration
- Principles of report writing
- Analytical methods and techniques for data gathering and analysis for budget preparation and planning efforts
- Basic governmental functions related to grants administration and public transportation
- Knowledge of federal, state and local transportation laws, policies, funding mechanisms and legislation related to grants administration and preparation

To perform this job successfully, must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

- A Bachelor of Arts degree in accounting, finance, public or business administration, planning or related field.
- A minimum of three years' experience in the preparation and administration of Federal and State transportation grants.
- Experience in the development and oversight of operating and capital budgets.
- Experience in optimizing grant funding and knowledge of federal and state funding mechanisms.
- Understanding of federal, state and local laws, requirements, and mandates related to the preparation and administration of grants.
- The Grants/Finance Manager must have a minimum of three years' experience directly managing grants administrator and/or accounting technician staff persons.
- The Grants Administrator may substitute five years' experience administering Federal and State grants in lieu of a Bachelor of Arts degree.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to use hands to finger, handle, or feel, reach with hands and arms, and talk or hear. The employee is frequently required to stand for prolonged periods of time, walk, sit, climb or balance, and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this position include normal visual range with or without correction; close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. Specific hearing abilities required are normal audio range with or without correction.

## **MENTAL DEMANDS**

While performing the duties of this job, an employee uses written and oral communication skills; reads and interprets data, information and documents; analyzes and solves problems; uses math and mathematical reasoning; performs highly detailed work; deals with multiple concurrent tasks; and interacts with others encountered in the course of work.

## **WORK ENVIRONMENT**

The employee works in an office environment where the noise level is usually quiet. May work out in the field when needed. May require availability to work a flexible schedule, including occasional evenings or weekends.

**San Luis Obispo Regional Transit Authority  
Job Description**

**JOB TITLE:** Human Resources Officer  
**DEPARTMENT:** Administration  
**REPORTS TO:** Deputy Director/Chief Financial Officer  
**FLSA STATUS:** Exempt, At-Will  
**EFFECTIVE DATE:** January 2, 2019

**JOB SUMMARY**

Under the direction of the Deputy Director/Chief Financial Officer, performs a variety of activities involved in personnel management activities; performs a wide variety of administrative and analytical services in the risk management program, including payroll; employee-related insurance, employee safety, workers' compensation and employee benefit programs; and perform other related work as required. This position reports to the Deputy Director/Chief Financial Officer.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Works on all types of employee insurance coverage including health insurance, disability insurance, life insurance, unemployment insurance and worker's compensation insurance; act as RTA's liaison with third party administrators;
- Organizes employee recruitment and retention programs, including conducting interviews and hiring employees, and recommending disciplinary actions;
- Assists with employee counseling concerning disciplinary issues, personnel problems, grievances and appeals in both a collective bargaining environment and a non-organized labor environment;
- Manages employee leave program including the management of FMLA and the disability interactive process;
- Manages the payroll process and prepares management reports;
- Investigates complaints of discrimination and harassment;
- May assist in the training and development of administrative staff members;
- Ensures human resources activities comply with established standards, policies, procedures, legal and legislative requirements;
- Ensures proper and timely resolution of office, personnel, and business issues, conflicts and discrepancies;
- Assists in the formulation and development of human resources policies, procedures and programs;
- Participates in the preparation and maintenance of a variety statistics, records, reports and files; and
- Communicates with other departments, businesses, governmental agencies and the employee union to exchange information, coordinate activities and resolve issues or concerns related to the human resources activities of the agency.

## **DISTINGUISHING CHARACTERISTICS**

Factors affecting the position allocation include: level and complexity of work, independence of action and decision making, and supervision received and exercised. Incumbents, under general supervision, perform or assist in the performance of a wide range of duties including: payroll; insurance claims monitoring and benefits administration; making preliminary recommendations on insurance benefits, workers' compensation, and risk management programs; recruitment, wage and salary administration.

## **EMPLOYMENT STANDARDS**

Knowledge of basic principles of risk management; principles and practices of personnel administration; effective interviewing practices; recruitment, selection and retention processes.

Ability to coordinate, evaluate and promote a wide variety of benefit programs; interpret laws and regulations; accumulate and analyze data and complete comprehensive reports; understand, interpret and apply personnel laws, rules, regulations, standards and procedures; collect data, analyze its objectivity, present it clearly and prepare sound recommendations and reports; establish effective working relationships; communicate effectively both orally and in writing.

## **EDUCATION/EXPERIENCE**

Graduation from an accredited four-year college or university with a degree in business administration, personnel administration, safety or industrial engineering, human development or a closely related field, and two years of experience at a professional level performing a wide variety of administrative and business management activities.

## **PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, manipulate, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is regularly required to bend and twist at the neck, reach with hands and arms. Occasional standing, walking, overhead reaching and lifting up to 50 pounds unaided is required. Specific visual abilities required for this job include close vision, distance vision, and the ability to adjust focus.

### **MENTAL DEMANDS**

While performing the duties of this job, an employee uses written and oral communication skills; reads and interprets data, information and documents; analyzes and solves problems;

uses math and mathematical reasoning; performs highly detailed work; deals with multiple concurrent tasks; and interacts with others encountered in the course of work.

**WORK ENVIRONMENT**

The employee works in an office environment where the noise level is usually quiet. May work out in the field when needed. May require availability to work a flexible schedule.

**San Luis Obispo Regional Transit Authority  
Job Description**

**JOB TITLE:** Manager, Marketing and Community Relations  
**DEPARTMENT:** Administration and Finance  
**REPORTS TO:** Deputy Director/CFO  
**FLSA STATUS:** Exempt  
**EFFECTIVE DATE:** July 2019

**JOB SUMMARY**

This position is responsible for the planning and execution of all marketing, customer services and community relations programs for the RTA. This position reports to the Deputy Director/CFO.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Prepares annual marketing plan, developing specific goals and objectives and strategy plans to achieve same; responsible for attainment of annual and long range goals and objectives.
- Develops, administers and monitors Marketing division budget based on the annual marketing plan referenced above.
- Manages all company marketing and customer services operations, customer relations and community outreach efforts, ensuring that RTA objectives in these areas are achieved.
- Under daily, time-sensitive deadlines, prepares printed, taped, videotaped, filmed multimedia and oral presentations of RTA plans, activities and programs; disseminates information to the news media and general public through announcements, press releases, multimedia productions, web-based productions or public speaking engagements.
- Communicates with media regarding RTA positions, policies, and current events; participates in interviews with print, internet and electronic media representatives often with limited preparation time.
- Under critical daily deadlines, prepares resolutions, letters, messages, trade magazine articles, press releases, passenger bulletins, radio and video scripts, talking points and other printed materials for use by the Executive Director and the news media.
- Coordinates media events; participates in planning events with other RTA staff; develops media kits and handouts; contacts media in order to ensure participation; attends events and provides staff support; works with the various community groups in the county to provide information on RTA services and support community events in which RTA participates.
- Directs development of and ensures accuracy of all consumer information materials, including brochures, timetables and signage.
- Establish and develops relationships with representatives at communities that RTA serves; provide information on RTA services; promote the system and our products.
- Works closely with other departments and other transit agencies on joint projects and tasks.



## **MINIMUM QUALIFICATIONS**

To perform this job successfully, the incumbent must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

Knowledge of: Graphics-design, and writing formats and techniques; current internet-based social media tools; the publication process including the steps involved in editorial, graphics and print production; the principles, practices and methods of governmental and community relations, public affairs, and the dissemination of public information; budget preparation and administration; commonly used computer equipment and current office software; modern office procedures; local community demographics and facts; and pertinent RTA regulations, policies, and procedures.

Ability to: Develop and implement creative and innovative marketing, public information, and community outreach concepts; plan, organize, develop and implement marketing campaigns, publications, and information displays; supervise assigned college-intern staff and provide motivation, training, work direction and advice; collect and analyze data on complex problems, evaluate alternatives and make recommendations; effectively represent RTA and make presentations to inter-departmental functions, governmental agencies, public and private meetings, and other forums; develop, interpret and administer budgets; exercise sound and independent judgment within policy guidelines and budget constraints; use currently available office software for word processing, spreadsheets, data analysis, graphic arts development, and presentations; communicate effectively both orally and in writing; and establish and maintain effective and collaborative working relationships with RTA staff and members of the public using principles of good customer service.

## **EDUCATION and/or EXPERIENCE**

Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in communications, public administration, marketing, journalism, or a related field. Equivalent to at least two (2) years of increasingly responsible professional level experience developing and implementing marketing, public information, or community relations programs with an emphasis on public service and community outreach. Experience in a public transit setting is desirable.

## **SPECIAL REQUIREMENTS**

The ability to transport oneself efficiently, and in a timely manner to all public, private, and governmental functions throughout the RTA service area, as required by the job.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to fingers, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand; walk; sit; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and Ability to adjust focus.

**San Luis Obispo Regional Transit Authority**  
**Job Description**

**JOB TITLE:** Mechanic A  
**DEPARTMENT:** Maintenance  
**REPORTS TO:** Manager, Maintenance and Facilities  
**FLSA STATUS:** Non-exempt  
**EFFECTIVE DATE:** July 2019

**JOB SUMMARY**

Effectively uses a variety of hand, power and computer diagnostic tools and testing instruments to independently perform varied and complex inspection, diagnostic, overhaul and repair functions required for the maintenance of RTA revenue and nonrevenue vehicles and equipment; including gas, diesel and hybrid powered coaches, trucks, cars, fare boxes, fare collection equipment, small shop machinery, power tools, and other support equipment; performs off-site and/or emergency repairs; serves as a team leader for assigned projects; may serve as Lead Mechanic during absence of supervisor; practices safe work processes and contributes to the creation and maintenance of a safe working environment for self and others; and performs other related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

This is the highly-skilled journey level classification within the Mechanic job series. Employees in this classification are distinguished from lower level Mechanic classifications by the independent performance of a wide range of complex inspection, testing, diagnostic and repair functions required to maintain all RTA revenue and nonrevenue vehicles and related equipment. Employees in this classification must be able to learn and transfer new and expanded mechanical and electronic knowledge and skills as diagnostic systems and mechanical/electronic components are modified and updated.

**SUPERVISION RECEIVED**

Receives limited supervision within a framework of standard operating policies and procedures.

**SUPERVISION EXERCISED**

Provides technical and/or functional supervision to lower level positions as assigned. May act in a lead capacity to others during assigned supervisor's absence.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Inspects, tests, troubleshoots, diagnoses, builds, rebuilds, overhauls and maintains all pneumatic, mechanical and electronic-related systems and components on RTA revenue and non-revenue vehicles and equipment, including gas, diesel, propane and hybrid powered coaches, trucks, cars, fare boxes, fare collection equipment, small shop machinery power tools, and other support equipment; reads blueprints, schematics, job orders and wire numbers; makes road calls to service disabled vehicles; safely operates RTA coaches and other vehicles in the course of performing assigned duties; ability to perform advanced auto body work as assigned and needed; performs essential functions of all classifications within the Mechanic job series as required; may be assigned to instruct and/or assist other Mechanics; schedule shop daily assignments without supervision upon assignment; and performs other related duties as assigned.

### **REQUIRED KNOWLEDGE**

- Methods, materials, lubricants, tools, and equipment used in servicing, diagnosis, preventive maintenance, overhaul and repair of RTA vehicles and equipment.
- Mechanical principles for gas, diesel, and/or hybrid powered engines, fluid systems, electrical systems, power train and chassis.
- Mechanical principles of braking, heating, air conditioning, pneumatic and hydraulic systems and transmissions.

### **REQUIRED ABILITY TO**

- Obtain and maintain a valid California Class B driver's license issued by the Department of Motor Vehicles with proper endorsements and current medical certificate.
- Comply with drug and alcohol testing provisions for safety-sensitive employees as required by the FTA, Department of Transportation (49 CFR, Parts 40 and 655).
- Troubleshoot, diagnose, repair and/or overhaul electronic, electrical and mechanical systems for RTA coaches, vehicles and support equipment.
- Inspect, test, repair, replace, rebuild, and overhaul vehicle equipment, assemblies, sub-assemblies, and support equipment, machinery and tools.
- Demonstrate the correct use of hand tools common to the trade.
- Safely operate RTA equipment and vehicles.
- Write work orders and routine reports in a clear and concise manner.
- Read and understand schematics, operations, and service and safety manuals, including schematic symbols, electrical drawings, pulse and logic circuits and operations microprocessors.
- Understand and effectively follow written and oral instructions.
- Prioritize workload to ensure successful job performance for self and others.
- Exercise good judgment and effectively solve practical problems
- Maintain attention to detail in a work environment of frequent interruptions.
- Work independently in the absence of supervision.

- Understand and follow guidelines for safe handling of toxic and/or caustic chemicals and other hazardous materials.
- Learn and effectively apply RTA policies and procedures.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.
- Perform essential functions of the job without causing harm to self or others.

### **REQUIRED COMPUTER SKILLS**

- Personal Computers and Windows applications.
- Ability to learn and effectively utilize multiple and designated computer based diagnostic tools.

### **PHYSICAL AND MENTAL REQUIREMENTS**

The essential functions of this job are performed in both a shop environment and outside in various weather conditions, including extreme heat and cold. Work is performed on ladders, around moving vehicles, equipment and machinery with moving parts, under wet and slippery conditions and, occasionally, with hands in water. Employees may be exposed on a daily basis to excessive humidity, a dry atmosphere, intermittent loud noise and vibrations, dust, silica, fumes, smoke, gases, grease, oils, electrical energy, high pressure clean natural gas and toxic and/or caustic chemicals.

On a daily basis, the essential functions of the job require employees to climb ladders, stoop, kneel, crouch, stand, and walk and occasionally to crawl into confined spaces; to extend arms and use upper extremities, finger dexterity and hand strength to reach, pick, pinch and grasp tools and controls and/or to feel the attributes of objects; to lift, and carry objects weighing up to 50 pounds; to push and pull objects weighing up to 150 pounds; to hear and talk to receive and communicate instructions and other information; to rotate neck left and right and bend neck forward and backward; to bend and twist torso; to read and see objects clearly within one foot to arms length, and occasionally to twenty feet, requiring a full field of vision and good depth perception with the ability to adjust focus and distinguish basic colors and shades of color; and to operate vehicles and equipment requiring the use of both feet and hands.

**San Luis Obispo Regional Transit Authority  
Job Description**

**JOB TITLE:** Mechanic B  
**DEPARTMENT:** Maintenance  
**REPORTS TO:** Manager, Maintenance and Facilities  
**FLSA STATUS:** Non-exempt  
**EFFECTIVE DATE:** July 2019

**JOB SUMMARY**

Using a variety of hand and power tools common to the trade, performs a variety of preventative maintenance and specific repair functions, such as brake and transmission inspections and repairs, on RTA coaches, related equipment and other related vehicles; assists more experienced mechanics performing inspection, diagnosis and major repair functions; as assigned, provides functional training and assistance to employees in lower level classifications; makes road calls to service disabled vehicles; practices safe work processes and contributes to the creation and maintenance of a safe working environment for self and others; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

This is the second level classification within the mechanic job series. This classification is distinguished from the journey level Mechanic A classification by the performance of routine assignments and duties specific to preventive maintenance, brake and transmission repairs, and removal and replacement of component parts. This job classification is distinguished from the entry level Mechanic C classification by the level of independence exercised in performing more difficult and varied inspection, repair and maintenance assignments.

**SUPERVISION RECEIVED**

Employees receive general supervision within a framework of standard operating policies and procedures.

**SUPERVISION EXERCISED**

Employees in this classification do not generally supervise other employees but may provide functional training and assistance to employees' assigned to lower level classifications.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Removes and replaces component parts such as radius rods, bushings, air bags, starters, and radiators; performs engine assemblies, brake inspections and brake repairs associated with inspections, such as brake adjustments and brake relines; repairs transmissions; repairs wheelchair lifts; performs minor body repairs; performs road calls to service disabled coaches; safely operates RTA coaches and other vehicles in the course of performing assigned duties; assists more experienced mechanics, perform inspection, diagnosis, and major repair functions; ability to perform moderate auto body work as assigned and needed; may be assigned to train or assist positions of equal or lower level classifications; schedule shop daily assignments under supervision and upon assignment; and performs other related duties as assigned. May be required to inspect, diagnose, repair or rebuild under supervision.

### **REQUIRED KNOWLEDGE**

- Methods, materials, lubricants, tools, and equipment used in servicing, diagnosis, preventive maintenance and repair of vehicles and equipment.
- Mechanical principles for gas, diesel and Hybrid engines, fluid systems, electrical, power train and chassis.
- Mechanical principles of braking, heating, air conditioning, pneumatic and hydraulic systems and transmissions.
- General preventive maintenance applications.
- Standard shop safety practices.

### **REQUIRED ABILITIES**

- Obtain and maintain a valid California Class B California driver's license issued by the Department of Motor Vehicles with proper endorsements and current medical certificate.
- Comply with drug and alcohol testing provisions for safety-sensitive employees as required by the FTA, Department of Transportation (49 CFR, Parts 40 and 655).
- Learn and effectively apply the RTA's policies and procedures
- Demonstrate the correct use of hand tools common to the trade.
- Safely operate RTA equipment and vehicles.
- Read and understand schematics, operation, service and safety manuals
- Exercise good judgment and effectively solve practical problems
- Maintain attention to detail in a work environment of frequent interruptions.
- Work independently in the absence of supervision.
- Understand and effectively follow written and oral instructions.
- Understand and follow guidelines for safe handling of toxic and/or caustic chemicals and other hazardous materials.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.
- Perform essential functions of the job without causing harm to self or others

### **REQUIRED COMPUTER SKILLS**

- Personal computers and Windows applications.
- Ability to learn and effectively utilize designated computer based diagnostic tools.

## **PHYSICAL AND MENTAL REQUIREMENTS**

The essential functions of this job are performed in both a shop environment and outside in various weather conditions, including extreme heat and cold. Work is performed on ladders, around moving vehicles, equipment and machinery with moving parts, under wet and slippery conditions and, occasionally, with hands in water. Incumbents are exposed on a daily basis to a dry atmosphere, intermittent loud noise and vibrations, dust, silica, fumes, smoke, gases, grease, oils, electrical energy, and toxic and/or caustic chemicals.

On a daily basis, the essential functions of the job require employees to climb ladders, stoop, kneel, crouch, stand, and walk and occasionally to crawl into confined spaces; to extend arms and use upper extremities, finger dexterity and hand strength to reach, pick, pinch and grasp tools and controls and/or to feel the attributes of objects; to lift, and carry objects weighing up to 50 pounds; to push and pull objects weighing up to 150 pounds; to hear and talk to receive and communicate instructions and other information; to rotate neck left and right and bend neck forward and backward; to bend and twist torso; to read and see objects clearly within one foot to arms length, and occasionally to twenty feet, requiring a full field of vision and good depth perception with the ability to adjust focus and distinguish basic colors and shades of color; and to operate vehicles and equipment requiring the use of both feet and hands



**San Luis Obispo Regional Transit Authority**  
**Job Description**

**JOB TITLE:** Mechanic C  
**DEPARTMENT:** Maintenance  
**REPORTS TO:** Manager, Maintenance and Facilities  
**FLSA STATUS:** Non-exempt  
**EFFECTIVE DATE:** July 2019

**JOB SUMMARY**

Using a variety of hand and power tools, performs defined inspections and assigned preventive maintenance functions and assists more experienced mechanics in the performance of general inspections, electronic analysis, mechanical repair and preventive maintenance of RTA buses, related equipment, and other vehicles; makes road calls taking corrective action as identified on defect reports; practices safe work processes and contributes to the creation and maintenance of a safe working environment for self and others; performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

This is the entry level to the mechanic job classification series. Employees learn and apply basic mechanical knowledge and skill to the performance of defined inspections and related preventive maintenance and repair functions and assist more experienced mechanics in the inspection, analysis, preventive maintenance and mechanical repair of RTA coaches, related equipment and other vehicles. Problem solving is limited to standard operating procedures; alternative actions and decision making are referred to the appropriate authority.

**SUPERVISION RECEIVED**

New employees receive close supervision within a framework of well-defined policies and procedures. Once proficiency is attained, assignments become more varied and are performed under general supervision within a framework of well-defined policies and procedures.

**SUPERVISION EXERCISED**

Employees in this classification do not exercise supervision over others.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Employees may perform general inspections in the presence of A and B mechanics. Performs specific inspections and makes related repairs, such as brake adjustments and replacement of engine fluids and fuel lines; replaces brake diaphragms, slack adjusters and window glass; assists in pullout operations; makes road calls; assists more experienced mechanics in the performance of general inspections, electronic analysis, mechanical repairs, preventive maintenance and the removal and replacement of component parts, such as radius rod bushings, air bags, starters and radiators; maintains and repairs fare boxes; performs maintenance checks on fire suppression systems; safely operates RTA coaches and other vehicles in the course of performing assigned duties; and performs other related duties as assigned.

### **LICENSES and/or CERTIFICATIONS**

- Ability to obtain a Class B California Driver's License
- A satisfactory driving record
- Required to obtain the tools for the Mechanic C by the end of the probationary period.

### **REQUIRED KNOWLEDGE**

- Methods, materials, lubricants, tools, and equipment used in servicing, routine maintenance and repair of automotive equipment.
- Standard shop safety practices.

### **REQUIRED ABILITIES**

- Obtain and maintain a valid Class B California driver's license issued by the Department of Motor Vehicles with proper endorsements and current medical certificate.
- Comply with drug and alcohol testing provisions for safety-sensitive employees as required by the FTA, Department of Transportation (49 CFR, Parts 40 and 655).
- Learn and effectively apply the RTA's policies and procedures
- Understand and effectively follow written and oral instructions.
- Perform repetitive tasks in an accurate and timely manner.
- Maintain attention to detail in a work environment of frequent interruptions.
- Recognize and detect equipment malfunctions.
- Learn proper methods of diagnosing and repairing mechanical problems of internal combustion engines.
- Learn the mechanics of hydraulic and air brake systems.
- Demonstrate the correct use of standard hand tools
- Safely operate RTA equipment and vehicles
- Read and understand schematics, service, operations and safety manuals.
- Understand and follow guidelines for safe handling of toxic and/or caustic chemicals and other hazardous materials.

- Establish and maintain effective working relationships with those contacted in the performance of required duties.
- Perform essential functions of the job without causing harm to self or others

#### **REQUIRED COMPUTER SKILLS**

- Basic literacy with personal computers and Windows applications.

#### **PHYSICAL AND MENTAL REQUIREMENTS**

The essential functions of this job are performed in both a shop environment and outside in various weather conditions, including extreme heat and cold. Work is performed on ladders, around moving vehicles, equipment and machinery with moving parts, under wet and slippery conditions and, occasionally, with hands in water. Incumbents are exposed on a daily basis to a dry atmosphere, intermittent loud noise and vibrations, dust, silica, fumes, smoke, gases, grease, oils, electrical energy, and toxic and/or caustic chemicals.

On a daily basis, the essential functions of the job require employees to climb ladders, stoop, kneel, crouch, stand, and walk and occasionally to crawl into confined spaces; to extend arms and use upper extremities, finger dexterity and hand strength to reach, pick, pinch and grasp tools and controls and/or to feel the attributes of objects; to lift, and carry objects weighing up to 50 pounds; to push and pull objects weighing up to 150 pounds; to hear and talk to receive and communicate instructions and other information; to rotate neck left and right and bend neck forward and backward; to bend and twist torso; to read and see objects clearly within one foot to arms length, and occasionally to twenty feet, requiring a full field of vision and good depth perception with the ability to adjust focus and distinguish basic colors and shades of color; and to operate vehicles and equipment requiring the use of both feet and hands.

**San Luis Obispo Regional Transit Authority**  
**Job Description**

**JOB TITLE:** Maintenance Assistant Manager  
**DEPARTMENT:** Maintenance  
**REPORTS TO:** Manager, Maintenance and Facilities  
**FLSA STATUS:** Exempt  
**EFFECTIVE DATE:** Revised November 6, 2019

**JOB SUMMARY**

Under supervision of the Manager, Maintenance and Facilities, supervises and schedules all work for all mechanics. Maintains a good working relationship with others and understands the importance of preventative maintenance and how it effects vehicles, drivers and passengers.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Knowledge of the principles and techniques of automotive design and mechanical repair
- Knowledge of the methods, materials and tools required to operate an automotive shop.
- Knowledge of occupational hazards in a work environment, and Maintenance shop safety requirements.
- The ability to foresee maintenance issues and plan accordingly.
- Coordinates outside vendor repairs. Assures safe shop safety practices.
- Generates work orders in the computerized maintenance software program; schedules and prioritizes daily work.
- Makes determination if repair can be done now or must remain in shop.
- Checks work orders for completion.
- Prints and reviews PM schedule.
- Works with on-duty dispatcher to schedule vehicles for repairs or PMs.
- Orders stock parts.
- Assigns priority of repairs based on type of equipment.
- Spot-checks completed work to ensure correctness.
- Notifies on-duty dispatcher upon completion of vehicle service.
- Reviews parts usage and inventory. Receives stock parts. Follows up with vendors regarding parts and repairs.
- Closes out work orders daily.
- Keeps office and shop clean and uncluttered.
- Manage facility maintenance program including bus shelter/stop maintenance.
- Inputs parts into computer.
- Performs related work as required.
- Serves as the manager of the maintenance department in the absence of the Manager, Maintenance and Facilities.

## **QUALIFICATIONS**

- Graduation from High School or possession of an acceptable equivalency diploma.
- Minimum 5 years of experience as a journeyman mechanic in automotive, heavy equipment and diesel repair and electrical, hydraulic, and pneumatic systems.
- Minimum 3 years of experience in the supervision of mechanics and any related field.
- Strong analytical and problem solving skills.
- Basic computer skills and minimum basic knowledge of Microsoft Office applications.
- ASE Certification highly desired.

### **License and/or Certifications:**

Possession of a valid, appropriate (Class B) driver's license and an acceptable driving record.

## **PHYSICAL AND MENTAL REQUIREMENTS**

The essential functions of this job are performed in both a shop environment and outside in various weather conditions, including extreme heat and cold. Work is performed on ladders, around moving vehicles, equipment and machinery with moving parts, under wet and slippery conditions and, occasionally, with hands in water. Employees may be exposed on a daily basis to excessive humidity, a dry atmosphere, intermittent loud noise and vibrations, dust, silica, fumes, smoke, gases, grease, oils, electrical energy, high pressure clean natural gas and toxic and/or caustic chemicals.

On a daily basis, the essential functions of the job require employees to climb ladders, stoop, kneel, crouch, stand, and walk and occasionally to crawl into confined spaces; to extend arms and use upper extremities, finger dexterity and hand strength to reach, pick, pinch and grasp tools and controls and/or to feel the attributes of objects; to lift, and carry objects weighing up to 50 pounds; to push and pull objects weighing up to 150 pounds; to hear and talk to receive and communicate instructions and other information; to rotate neck left and right and bend neck forward and backward; to bend and twist torso; to read and see objects clearly within one foot to arms length, and occasionally to twenty feet, requiring a full field of vision and good depth perception with the ability to adjust focus and distinguish basic colors and shades of color; and to operate vehicles and equipment requiring the use of both feet and hands.

**San Luis Obispo Regional Transit Authority  
Job Description**

**JOB TITLE:** Manager, Maintenance and Facilities  
**DEPARTMENT:** Maintenance  
**REPORTS TO:** Executive Director  
**FLSA STATUS:** Exempt  
**EFFECTIVE DATE:** July 2019

**JOB SUMMARY**

Manages the daily operation of the vehicle maintenance staff in inspecting, maintaining, and repairing all RTA vehicles, vehicle equipment and facilities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Plans, organizes, schedules, and assigns work for vehicle maintenance staff; ensures standard operating and safety procedures are observed; reviews repair documents and records for completeness and accuracy; prepares reports as required; coordinates vehicle usage requirements with operations and safety/training departments and/or outside vendors/ contractors; maintains security of, and supervises the repair/maintenance of revenue handling equipment; supervises all levels of vehicle maintenance staff.
- Plans and provides training for maintenance staff.; develops selection criteria for hiring vehicle maintenance staff; aids in determining appropriate staffing levels and Maintenance Department budget; determines warranty coverage for contractor repaired/rebuilt vehicle components and negotiates with applicable contractor; coordinates in-house or contracted out vehicle accident repairs; performs vehicle acceptance inspections on new and/or refurbished vehicles; performs related duties as required.
- Coordinates all vehicle, maintenance and equipment related to the development of technical scopes for procurement of vehicles and equipment including conducting research and testing programs on automotive equipment considered for acquisition based on such factors as operational performance, costs of operation and maintenance, operational safety, and compliance with environmental laws and regulations.
- Coordinates automotive repair and maintenance services to obtain maximum utilization of automotive equipment and prevent operational delays in other departments.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Associate's degree (A. A.) or equivalent from two-year college or technical school; or three years related experience and/or training; or equivalent combination of education and experience.

Must be familiar with all state, federal and local laws, rules and regulations governing vehicles, equipment and facilities including but not limited to CHP, DMV, EPA, DOE.

### **Language Ability:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

### **Math Ability:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

### **Reasoning Ability:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **Computer Skills:**

To perform this job successfully, an individual should have knowledge of Word Processing software; Spreadsheet software; Inventory software; Internet software and Database software.

### **Certificates and Licenses:**

Obtain and maintain an active California Class B drivers license with appropriate endorsements. Pass a DOT physical that includes drug/alcohol screen. Must be ASE certified.

## **SUPERVISORY RESPONSIBILITIES**

Directly supervises employees in the Maintenance Department. Carries out supervisory

responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to work near moving mechanical parts and fumes or airborne particles. The employee is occasionally exposed to toxic or caustic chemicals; outdoor weather conditions and risk of electrical shock. The noise level in the work environment is usually moderate to loud.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to fingers, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand; walk; sit; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and Ability to adjust focus.



**San Luis Obispo Regional Transit Authority**  
**Job Description**

**JOB TITLE:** Operations Manager  
**DEPARTMENT:** Operations  
**REPORTS TO:** Executive Director  
**FLSA STATUS:** Exempt  
**EFFECTIVE DATE:** July 2019

**JOB SUMMARY**

Provides department level management and leadership to the Operations Division while supporting the goals and objectives of the RTA. Responsible for the supervision of all operations division staff, performing administrative tasks, developing and managing programs, policies and procedures to ensure that RTA consistently provides high quality customer service in the provision of RTA fixed route, Runabout, Dial-a-Ride and trolley service. This position reports to the Executive Director.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Provide leadership to operations division employees to ensure that daily service delivery meets/exceeds RTA service standards.
- Manages department work load, staffing levels, scheduling runs and work shifts for bus operators and operations supervisors to ensure shifts and work is filled with appropriate personnel.
- Develop, analyze and evaluate existing and proposed transit policies and procedures to ensure that RTA and its contractor are in compliance with all federal, state and local regulations, laws and mandates.
- Prepare reports, documents and correspondence.
- Assist in the development of RTA operating and capital budgets to ensure that service is provided in the most effective and efficient manner possible. Assist in writing grant applications for federal, state and local funding sources to expand, improve or maintain transit services and capital infrastructure to support service.
- Assist in the development of Request for Proposals (RFPs) for various technical projects and programs, and review subsequent proposals submitted by vendors. Prepare specifications for equipment, vehicles and capital items and assist in the project management and oversight of said procurements.
- Responsible for overall operations planning function including the design and development of schedules, blocks, runs and paddles, route maps and development of public timetables for internal and external use.
- Represent the San Luis Obispo Regional Transit Authority (RTA) at various meetings and committees throughout the area.
- Provides training, development and mentoring of operations division staff.

- Responsible for labor relations for all division employees. Ensures that supervisors understand all provisions in the CBA as well as employee policies, rules and regulations for bargaining unit employees. Trains and develops staff in the administration of CBA.
- Prepare SCAT Board Agendas and reports and assist in the preparation of RTA Board agendas and reports.
- Administer Contractor and SCAT DOT Alcohol and Substance Abuse reporting and overall program compliance.
- Develop and implement action programs and plans to improve resources, professional performance of staff, safety, service efficiency, and operations budget.
- Other duties as assigned by the Executive Director.

## **QUALIFICATIONS**

To perform this job successfully, must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must have knowledge of:

- Federal, state and local transportation laws, policies, funding options and legislative processes;
- Basic governmental functions related to public transit;
- Principles of transit operations and maintenance;
- Principles of report writing;
- Principles of budget preparation and control;
- Principles of supervision and motivation;
- Principles of contract administration;
- Analytical methods and techniques used for cost and price analysis;
- Windows computer working environment, proficient use of MS Word, MS Excel, Adobe Acrobat;

## **EDUCATION AND EXPERIENCE**

- A Bachelor degree in transportation, public or business administration, planning or related field, and a minimum of five years experience in transit operations are required. Actual equivalent experience (on a year to year basis) in the administration of a public or private transportation system of similar size/scope may be considered as an acceptable substitute for a degree.
- Must have experience in supervising personnel.
- Must have experience administering and managing a contract operator for provision of fixed route and paratransit operations

- Experience in automated scheduling and operator management software, CAD/AVL radio system
- Scope of experience must include modern managerial techniques necessary for organizing, implementing and executing operating plans, and effective motivation and communication methods
- Understanding of federal and state laws, requirements and mandates regarding training/safety, drug and alcohol testing, operating procedures and protocol, and labor relations

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to fingers, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand; walk; sit; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and Ability to adjust focus.

**San Luis Obispo Regional Transit Authority**  
**Job Description**

**JOB TITLE:** Lead Operations Supervisor  
**DEPARTMENT:** Operations  
**REPORTS TO:** Operations Manager  
**FLSA STATUS:** Exempt  
**EFFECTIVE DATE:** July 2019

**JOB SUMMARY**

Provides leadership of and directs the dispatch and supervisory functions for the Operations Division to ensure the safe and efficient delivery of RTA and SCT Fixed Route, Trolley, County Dial-a-Ride and Runabout services to RTA and SCT customers and the communities that we serve. This position reports to the Manager, Operations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** Other duties may be assigned.

- Plans, organizes, schedules, and assigns the Scheduling Supervisor and Operation Supervisor teams to ensure that all RTA and SCT Fixed Route, Runabout, Trolley and Dial-a-Ride work runs, schedules and pieces of work are assigned to ensure that daily service delivery meets or exceeds RTA and SCT standards
- Maintains a class B CDL with passenger and air brake endorsements for backup bus operation as needed
- Responsible for the daily opening of the dispatch center
- Provides the same level of dispatch and supervisory support and communication to the SCT operations to ensure that daily service delivery meets or exceeds standards
- Coordinates vehicle usage requirements with the Maintenance Division and Safety/training Department and/or outside vendors
- Develops all operating and standard operating procedures for dispatch and supervisory function
- Develops communication protocol and standard operating procedures to ensure that the scheduling and operations supervisors consistently respond and initiate radio (and any telephonic or cellular) communication with RTA and SCT bus operators in an effective and efficient manner
- Develop and analyze data and reports to ensure effective delivery of Fixed Route, Runabout, Trolley and Dial-a-Ride service. Provide appropriate and timely reports to Manager and to Administration for monthly, quarterly and productivity reports generated for the RTA and SCT Boards, and other reports mandated by agencies
- Ensures that the quality of daily service delivery meets or exceeds RTA's and SCT's performance standards
- Sets up detours and adjusts schedules based on field observations made by Road Supervisors and scheduled events. Provides Manager and all other department heads

appropriate information on service disruptions and ensures dissemination of pertinent information to RTA and SCT customers and communities where appropriate

- Investigates and responds to customer comments regarding scheduling of trips, on-time performance of system or related service quality customer feedback and input

## **QUALIFICATIONS**

To perform this job successfully, must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must have knowledge of:

- Federal, state and local transportation laws, policies, funding options and legislative processes;
- Basic governmental functions related to public transit;
- Principles of transit operations and scheduling of fixed route and ADA paratransit service and work runs;
- Principles of report writing;
- Principles of budget preparation and control;
- Principles of supervision and motivation;
- Principles of contract administration;
- Analytical methods and techniques used for cost and price analysis;
- Windows computer working environment, proficient use of RouteMatch ADA Paratransit Scheduling/Dispatch Software or Equivalent, MS Word, MS Excel, Page Maker, Illustrator, Photoshop etc.;

## **EDUCATION AND EXPERIENCE**

- A Bachelor degree in transportation, public or business administration, planning or related field, and a minimum of five years' experience in transit operations are required. Actual equivalent experience (on a year to year basis) in the administration of a public or private transportation system of similar size/scope may be considered as an acceptable substitute for a degree.
- Must have experience in supervising personnel.
- Must have experience administering and managing a workforce with a Collective Bargaining Agreement
- Experience in automated scheduling and operator management software, CAD/AVL radio system
- Scope of experience must include modern managerial techniques necessary for organizing, implementing and executing operating plans, and effective motivation and communication methods

- Understanding of federal and state laws, requirements and mandates regarding training/safety, drug and alcohol testing, operating procedures and protocol, and labor relations

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to work near moving mechanical parts and fumes or airborne particles. The employee is occasionally exposed to toxic or caustic chemicals; outdoor weather conditions and risk of electrical shock. The noise level in the work environment is usually moderate to loud.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to fingers, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand; walk; sit; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and Ability to adjust focus.

## **San Luis Obispo Regional Transit Authority Job Description**

**JOB TITLE:** Operations Supervisor  
**DEPARTMENT:** Operations  
**REPORTS TO:** Lead Operations Supervisor  
**FLSA STATUS:** Non-exempt  
**EFFECTIVE DATE:** July 2019

### **JOB SUMMARY**

Under the direction of the Lead Operations Supervisor, Operations, this position is responsible for the safe and efficient delivery of RTA/SCT Fixed Route, Trolley, County Dial-a-Ride and Runabout services to RTA/SCT customers and the communities that we serve. This position combines responsibility for the dispatch, road supervision, and operations support functions.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Plans, organizes, schedules, and assigns work for daily service delivery; ensures standard operating and safety procedures are observed; coordinates vehicle usage requirements with maintenance and safety/training departments and/or outside vendors/contractors; maintains Class B CDL with passenger and air brake endorsements for backup bus operation as needed;
- Conducts field investigation for all accidents and incidents and works with the Manager of Safety and Training on accident/incident investigation and follow-up with bus operators; follow company accident investigation and reporting protocol
- Ensures that the quality of daily service delivery meets or exceeds RTA/SCT's performance standards; Conducts field observation of service and ensures that service quality exceeds RTA/SCT service standards. Ensures that all work rules, policies and operating bulletins are enforced; Sets up detours based on field observations and scheduled events and works with dispatch on appropriate detours and schedule adjustments and dissemination of pertinent information to RTA/SCT customers;
- Investigates and responds to customer comments; responsible for addressing customer inquiries in the field and the resolution of customer comments and issues that arise during the course of field observations.

### **QUALIFICATIONS**

To perform this job successfully, a candidate must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- Analytical - Uses intuition and experience to complement data; Designs work flows and procedures. Design - Generates creative solutions.

- Problem Solving - Identifies and resolves problems in a timely manner; Develops alternative solutions; Works well in group problem solving situations.
- Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others. Customer Service - Responds to requests for service and assistance.
- Versed in all aspects of RTA/SCT operations and other area transit agencies;
- Oral Communication - Speaks clearly and persuasively; Listens and gets clarification; Responds well to questions.
- Team Work - Balances team and individual responsibilities; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives.
- Written Communication - Writes clearly and informatively; Fosters good relations with and encourages collaboration and mutual respect; Able to read and interpret written information.
- Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Gives appropriate recognition to others.
- Managing People - Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Improves processes, products and services.
- Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- Visionary Leadership - Inspires respect and trust.
- Cost Consciousness - Works within approved budget and minimizes overtime; Develops and implements cost saving measures; Conserves organizational resources.
- Diversity - Shows respect and sensitivity for cultural differences;
- Ethics - Works with integrity and ethically; Upholds organizational values.
- Organizational Support - Follows policies and procedures; Supports organization's goals and values.
- Adaptability - Able to deal with frequent change, delays, or unexpected events.
- Dependability - Commits to long hours of work when necessary to reach goals; schedule may include working early morning/late evenings and weekends; Completes tasks on time or notifies appropriate person with an alternate plan. Innovation
- Innovation - Develops innovative approaches and ideas. Judgment - Exhibits sound and accurate judgment; Makes timely decisions.
- Planning/Organizing - Organizes or schedules other people and their tasks. Professionalism - Reacts well under pressure; Treats others with respect and consideration regardless of their status or position.
- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance.
- Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.



## **EDUCATION and/or EXPERIENCE**

- Associate Degree (A.A.) or equivalent from a two-year college or technical school preferred.
- Transit Safety Institute certifications in instruction and/or accident investigation preferred.
- Three years related experience and/or training.
- Equivalent combination of education and experience.

### **Language Ability:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

### **Math Ability:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

### **Reasoning Ability:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **Computer Skills:**

To perform this job successfully, an individual should have knowledge of Word Processing software; Spreadsheet software; Inventory software; Internet software and Database software.

### **Certificates and Licenses:**

Must obtain an active California Class B driver's license with appropriate endorsements within 6 months of appointment and maintain licensure throughout employment; Must pass a DOT physical and drug alcohol screen.

### **Supervisory Responsibilities:**

Directly supervises RTA/SCT Fixed Route, Trolley and Runabout Operators; Carries out supervisory responsibilities in accordance with the organization's vision policies and applicable laws. Responsibilities include supervising and counseling employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to work near moving mechanical parts and fumes or airborne particles. The employee is occasionally exposed to toxic or

caustic chemicals; outdoor weather conditions and risk of electrical shock. The noise level in the work environment is usually moderate to loud.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to fingers, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand; walk; sit; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and Ability to adjust focus.

## **San Luis Obispo Regional Transit Authority**

### **Job Description**

**JOB TITLE:** Scheduling Supervisor  
**DEPARTMENT:** Operations  
**REPORTS TO:** Lead Operations Supervisor  
**FLSA STATUS:** Non-exempt  
**EFFECTIVE DATE:** July 2019

#### **SUMMARY**

Under the direction of the Lead Supervisor, this position is responsible for the safe and efficient delivery of RTA County Dial-a-Ride and Runabout services to RTA customers and the communities that we serve. This position combines responsibility for the dispatch, road supervision, and operations support functions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** Other duties may be assigned.

- Plans, organizes, schedules, and assigns work for daily service delivery; ensures standard operating and safety procedures are observed; coordinates vehicle usage requirements with maintenance and safety/training departments and/or outside vendors/contractors;
- Ensures that the quality of daily service delivery meets or exceeds RTA's performance standards; Ensures that all work rules, policies and operating bulletins are enforced;
- Processes Runabout and Dial-a-Ride payroll insuring that all RTA policies and procedures are followed to gain efficient and productive fiscal results;
- Processes ADA applications upon approval;
- Produce reports on performance regarding Runabout and Dial-a-Ride services;
- Fully understands and implements the union agreement as negotiated.

#### **QUALIFICATIONS**

To perform this job successfully, a candidate must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- Analytical - Uses intuition and experience to complement data; Designs work flows and procedures. Design - Generates creative solutions. Problem Solving - Identifies and resolves problems in a timely manner; Develops alternative solutions; Works well in group problem solving situations.
- Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others. Customer Service - Responds to requests for service and assistance.
- Versed in all aspects of RTA operations and other area transit agencies; Oral Communication - Speaks clearly and persuasively; Listens and gets clarification; Responds well to questions. Team Work - Balances team and individual responsibilities; Gives and welcomes feedback; Contributes

to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives. Written Communication - Writes clearly and informatively; Fosters good relations with and encourages collaboration and mutual respect; Able to read and interpret written information.

- Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Gives appropriate recognition to others. Improves processes, products and services.
- Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness. Visionary Leadership - Inspires respect and trust. Cost Consciousness - Works within approved budget and minimizes overtime; Develops and implements cost saving measures; Conserves organizational resources.
- Diversity - Shows respect and sensitivity for cultural differences; .Ethics - Works with integrity and ethically; Upholds organizational values. Organizational Support - Follows policies and procedures; Supports organization's goals and values.
- Adaptability - Able to deal with frequent change, delays, or unexpected events.
- Dependability - Commits to long hours of work when necessary to reach goals; schedule may include working early morning/late evenings and weekends; Completes tasks on time or notifies appropriate person with an alternate plan. Innovation
- Innovation - Develops innovative approaches and ideas. Judgment - Exhibits sound and accurate judgment; Makes timely decisions.
- Planning/Organizing - Organizes or schedules other people and their tasks.
- Professionalism - Reacts well under pressure; Treats others with respect and consideration regardless of their status or position.
- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance.
- Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

## **EDUCATION and/or EXPERIENCE**

- Associate Degree (A.A.) or equivalent from a two-year college or technical school preferred.
- Three years related experience and/or training.
- Equivalent combination of education and experience.

### **Language Ability:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

### **Math Ability:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

### **Reasoning Ability:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **Computer Skills:**

To perform this job successfully, an individual should have knowledge of Word Processing software; Spreadsheet software; Inventory software; Internet software and Database software.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to work near moving mechanical parts and fumes or airborne particles. The employee is occasionally exposed to toxic or caustic chemicals; outdoor weather conditions and risk of electrical shock. The noise level in the work environment is usually moderate to loud.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to fingers, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand; walk; sit; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and Ability to adjust focus.

**San Luis Obispo Regional Transit Authority**  
**Job Description**

**JOB TITLE:** Manager, Safety and Training  
**DEPARTMENT:** Operations  
**REPORTS TO:** Operations Manager  
**FLSA STATUS:** Exempt  
**EFFECTIVE DATE:** July 2019

**JOB SUMMARY**

Develops and administers the system safety program and plan, leads the RTA recruitment and retention program, develop and conduct bus operator and employee training programs, conducts facility safety audits, investigates and grades all accidents and incidents

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Plans and conducts orientation for new employee s, and refresher safety and security training for all RTA employees.
- Responsible for RTA's safety program and compliance with OSHA, State of California and all local requirements.
- Conducts, reports, and coordinates internal and external incident investigations.
- Schedules, trains, supervises Bus Operator trainers and Bus Operator trainees, and other RTA employees as directed. Conducts all refresher training and annual defensive driving refresher training to ensure that all employees receive all policies, rules, regulations and training materials in a consistent and concise manner.
- Trains supervisors in incident investigation procedures; reviews and coordinates DMV pull notices to conform to CHP inspections. Maintain all employee training and refresher training files and any files related to CHP inspection.
- Compiles all record-keeping and reporting requirements; tabulates FTA bus incident information for reporting monthly and annual safety statistics, and complies/maintains all material safety data sheets for all shop chemicals and materials .

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Bachelor's of Arts Degree (BA) in business administration, public administration or transportation management/planning or education and experience equivalent to completion of two years of college-level courses and three years of transit experience or any equivalent combination of education and experience.

#### **Language Ability:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

#### **Math Ability:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

#### **Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

#### **Computer Skills:**

To perform this job successfully, an individual should have knowledge of Word Processing software; Spreadsheet software; Internet software and Database software.

#### **Certificates and Licenses:**

Obtain and maintain California Class B drivers license with appropriate endorsements; must pass a DOT physical examination that includes drug/alcohol screen.

#### **Supervisory Responsibilities:**

Directly supervises Behind the Wheel Trainers, bus operators and employees in training. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing and training employees;

planning, assigning, and directing work; addressing complaints and resolving problems.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to work near moving mechanical parts and fumes or airborne particles. The noise level in the work environment is usually quiet.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include Close vision and Ability to adjust focus.



**San Luis Obispo Regional Transit Authority**  
**Job Description**

**JOB TITLE:** Transit Training Instructor  
**DEPARTMENT:** Operations  
**REPORTS TO:** Manager, Safety and Training  
**FLSA STATUS:** Non-exempt  
**EFFECTIVE DATE:** July 2019

**JOB SUMMARY**

The position reports to the Manager, Safety and Training and conducts on-the-job training for new and existing Bus Operators, Operations and Maintenance employees, with a focus on safety, customer service, courtesy, reliability, and the safe operation of all fleet vehicles. Instruction will be conducted in a classroom setting and in the field. Evaluates and documents student performance and progress, collision/incident prevention and updating the Safety and Training Manager on performance and progress of students. Reads and interprets documents such as safety rules, operating and maintenance instructions, and procedure manuals.

Has the ability to deal with frequent change, delays, or unexpected events and reacts well under pressure. Commits to occasionally working overtime when instructed by the Safety and Training Manager to reach goals; Schedule may include working early morning/late evenings and weekends; Completes tasks on time or notifies Safety and Training Manager with an alternate plan; Ability to write routine reports and correspondence. Organizes or schedules other people and their tasks. Exhibits sound and accurate judgment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- Works according to schedule developed by the Safety and Training Manager;
- Conserves organizational resources;
- Applies feedback to improve performance;
- Instruct the operation of commercial vehicles and equipment;
- Evaluates, coaches, documents and reports work performance of trainees and existing employees;
- Reviews training progress with trainees/employees keeping students on task. Coaches and counsels trainees/employees who do not perform to standards;
- Makes recommendations for completion of training or additional training;
- Instructs employees who assist in behind-the-wheel and classroom training of new trainees;
- Write clear and concise letters, memos and proof correspondence;
- Able to read and interpret written information;

- Maintain confidentiality, communicate effectively and interact through mutual respect with trainees, subordinates, peers, co-workers, supervisors, and managers. Listens and gets clarification, responds well to questions;
- Shows respect and sensitivity for cultural differences;
- Works with integrity and ethically;
- Balances team and individual responsibilities;
- Gives and welcomes feedback;
- Contributes to building a positive team spirit;
- Puts success of team above own interests;
- Able to build morale and attain group commitments to achieve goals and objectives.
- Exhibits confidence in self and others;
- Inspires and motivates others to perform well;
- Gives appropriate recognition to others;
- Share knowledge both internally and externally related to training;
- Assist with the development and design of classroom training that incorporates adult training methods and learning principles;
- Looks for ways to improve and promote quality;
- Demonstrates accuracy and thoroughness.
- Analyzes and resolves problems in a timely manner, generates creative solutions;
- Works well in group problem solving situations;
- Develops innovative approaches and ideas;
- Makes timely decisions;
- Looks for ways to improve and promote quality;
- Pursues personal training and development opportunities;
- Strives to continuously build Bus Operator instructor knowledge and skills;
- Observes safety and security procedures;
- Determines appropriate action beyond guidelines;
- Reports potentially unsafe conditions;
- Possesses the ability to understand the On Board Camera system and have the ability to review incidents on the bus and make recommendations as warranted;
- Seeks training opportunities for personal professional development in support of the Training Department.

The above statements are intended to indicate the general description and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive list of all duties, responsibilities, skills, and qualifications required of employees assigned to this position, other duties may be assigned.

## **QUALIFICATIONS**

- Must pass a DOT physical and drug/alcohol screen;
- Associate of Arts Degree (A.A.) or equivalent from a two-year college or technical school preferred. Equivalent combination of education and experience can be demonstrated in lieu of A.A. degree.

- Must possess a high school diploma or equivalent GED;
- Possess and maintain a valid commercial driver license for transit vehicles (minimum of five years preferred) (Class A or B with passenger endorsement and air brake endorsements);
- Possess and maintain current medical card and Verification of Transit Training certificate;
- Possess and maintain a Department of Transportation Safety Institute Certification, Instructor's Course for Transit Trainer's Bus Operations;
- English usage, grammar, punctuation, and spelling;
- Minimum of two years of experience as a fixed route and demand response Bus Operator preferred;
- Minimum three years clean driving record;
- Minimum of three years of experience conducting training or related experience and/or training;
- Knowledge of paratransit vehicles and procedures;
- Knowledge of policies, procedures, and specific rules of transit operations;
- Knowledge of Commercial vehicles and auxiliary equipment;
- Knowledge of record keeping techniques and procedures;
- Understand, interpret, and apply laws, rules, regulations, policies, procedures, and Bus Operator Collective Bargaining Agreement;
- Knowledge of Motor Vehicle Code, Code of Federal Regulations, California Code of Regulations, Americans with Disability Act, Occupational Safety and Health Administration related to public transportation;
- Department of Motor Vehicles Employer Testing Program examiner experience preferred;
- Collision/Incident Investigation Certification preferred;
- Uses equipment and materials properly.

## **OFFICE MACHINES/TOOLS/EQUIPMENT**

Possess the ability to operate standard office equipment such as; personal computer, fax machine, copy machine, and telephone. Applicant has the ability to operate a personal computer utilizing Microsoft Word and Outlook software preferred and use of training aids such as: video tapes, DVD, Internet software programs with the ability to learn Excel spreadsheets and Power Point.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position it is in a standard office setting; travel from site to site; the employee is frequently exposed to work near moving mechanical parts and fumes or airborne particles. The employee is occasionally exposed to toxic or caustic chemicals, outdoor weather conditions and risk of electrical shock. The noise level in the work environment is usually moderate to loud.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to use hands to finger, handle, or feel, reach with hands and arms, and talk or hear. The employee is frequently required to stand for prolonged periods of time, walk, sit, climb or balance, and stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this position include normal visual range with or without correction; close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. Specific hearing abilities required are normal audio range with or without correction.

**San Luis Obispo Regional Transit Authority  
Job Description**

**JOB TITLE:** Mobility Specialist  
**DEPARTMENT:** Operations  
**REPORTS TO:** Manager, Safety and Training  
**FLSA STATUS:** Non-exempt  
**EFFECTIVE DATE:** July 2019

**JOB SUMMARY**

Assist individuals with physical and/or cognitive disabilities to travel safely and independently within the County by using pedestrian and public transportation skills. This will be accomplished by a combination of education, training, and community liaison.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Perform interviews and observations to determine needed mobility skills.
- Ability to engage and communicate with persons exhibiting developmental, physical and/or cognitive disabilities.
- Ability to make presentations to groups of up to 25 persons regarding the use of public transit and options RTA provides for individualized mobility training.
- Provide mobility skill instruction to include (not all inclusive):
  - Reading routes and schedules
  - Identifying safe and secure locations for assistance when needed
  - Interaction skills including telephone use, handling money, self-identification, and other forms of electronic communication as the client may have the ability to perform.
- Write periodic assessment, progress and summary reports regarding mobility trainees.
- Communicate with families and caregivers when appropriate to keep them apprised of their traveler's progress and to state how they can support them.
- Assist Marketing to establish collaborative relationships with other professionals in the community by conducting travel training at outside locations such as social service agencies, home health care organizations, adult service agencies, etc.
- Other duties as assigned.

**QUALIFICATIONS:**

- Designs work flows and processes.
- Gathers and analyzes information
- Develops innovative approaches and suggesting for improving work.
- Exhibits sound and accurate judgment; Supports and explains reasoning for decisions including appropriate parties
- Observes safety and security procedures.

To perform this job successfully, must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE**

- Graduation from high school or GED
- One to two (1 – 2) years of experience working in commercial vehicle behind the wheel training or in a specialized transit training department.
- Valid Class B Commercial Driver License (CDL) with passenger endorsement and no air brake restriction required
- TSI certification preferred

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position it is in a standard office setting; travel from site to site; the employee is frequently exposed to work near moving mechanical parts and fumes or airborne particles. The employee is occasionally exposed to toxic or caustic chemicals, outdoor weather conditions and risk of electrical shock. The noise level in the work environment is usually moderate to loud.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to use hands to finger, handle, or feel, reach with hands and arms, and talk or hear. The employee is frequently required to stand for prolonged periods of time, walk, sit, climb or balance, and stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this position include normal visual range with or without correction; close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. Specific hearing abilities required are normal audio range with or without correction.

**San Luis Obispo Regional Transit Authority**  
**Job Description**

**JOB TITLE:** Utility Worker  
**DEPARTMENT:** Maintenance  
**REPORTS TO:** Manager, Maintenance and Facilities  
**FLSA STATUS:** Non-exempt  
**EFFECTIVE DATE:** July 2019

**JOB SUMMARY**

Under general supervision, and to a schedule and detailed checklist, cleans the interior and exterior of buses, vans, and facilities, including bus stops and related passenger amenities, and other related work as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** other duties as assigned

Sweeps, dusts and cleans the interior and exterior of all RTA vehicles; replaces notices and advertisements as necessary on buses and at bus stops; use sound judgment; keeps schedule racks stocked; removes graffiti and notifies supervisor of any un-reported damage or needed repairs; cleans bus stops and related equipment; services bus stop waste containers; performs minor repairs on bus stop fixtures, trims tree branches, shrubs and weeds; performs general grounds keeping and facility cleaning/upkeep duties; may include operating RTA non-commercial vehicles on public roadways and commercial vehicles in the RTA yard. Hours of work will vary and may include evening and/or weekend work.

**QUALIFICATIONS**

Education/Experience: Graduation from high school or a GED certificate; demonstrated ability or ability to learn to operate commercial vehicles as necessary in the RTA yard; experience working cooperatively with others; experience in the use of the methods, equipment and tools required in the cleaning and upkeep of transit-related equipment including but not limited to common hand and power tools, mop/bucket, window cleaning equipment, weed trimmer, leaf blower, pressure washer and upholstery cleaner. Experience working in positions that demonstrated the ability to stand for long periods of time; lift and move heavy objects; bend or stoop repeatedly; perform other physical demands of vehicle cleaning, grounds keeping and facility cleaning/upkeep. Must pass a DOT physical and drug/alcohol screen.

Licenses:

A valid California driver's license is required at the time of application.

**PHYSICAL AND MENTAL REQUIREMENTS**

The essential functions of this job are performed in both a shop environment and outside in various weather conditions, including extreme heat and cold. Work is performed on ladders, around moving vehicles, equipment and machinery with moving parts, under wet and slippery conditions and, occasionally, with hands in water. Incumbents are exposed on a daily basis to a



dry atmosphere, intermittent loud noise and vibrations, dust, silica, fumes, smoke, gases, grease, oils, electrical energy, and toxic and/or caustic chemicals.

On a daily basis, the essential functions of the job require employees to climb ladders, stoop, kneel, crouch, stand, and walk and occasionally to crawl into confined spaces; to extend arms and use upper extremities, finger dexterity and hand strength to reach, pick, pinch and grasp tools and controls and/or to feel the attributes of objects; to lift, and carry objects weighing up to 50 pounds; to push and pull objects weighing up to 150 pounds; to hear and talk to receive and communicate instructions and other information; to rotate neck left and right and bend neck forward and backward; to bend and twist torso; to read and see objects clearly within one foot to arms length, and occasionally to twenty feet, requiring a full field of vision and good depth perception with the ability to adjust focus and distinguish basic colors and shades of color; and to operate vehicles and equipment requiring the use of both feet and hands.