

TRANSIT COORDINATOR



Department:	Public Works	FLSA Status:	Non-Exempt
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GENERAL PURPOSE: Under the direction of the Public Works Director, coordinates, and manages Corcoran Area Transit operations; provides customer service to the public; dispatches calls for bus service; prepares and manages all transit related grants and government programs as they relate to the City of Corcoran Transit Programs, prepares and maintains a variety of transit records and documentation; coordinates the maintenance of transit vehicles and facilities; and supervises and evaluates assigned personnel.

TYPICAL DUTIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Oversees and coordinates the day-to-day activities of the Corcoran Depot including customer service, dispatch, and driver scheduling.
- Participates in implementing, administering, and reviewing transit policies and procedures; recommends and implements changes necessary to improve operational efficiency and service delivery.
- Supervises, trains, and evaluates the performance of assigned personnel; monitors and ensures staff compliance with departmental policies, procedures, and regulatory requirements.
- Tracks, monitors, and ensures bus drivers maintain appropriate licenses and certifications.
- Prepares and maintains driver schedules; monitors and ensures appropriate staffing coverage.
- Reviews driver logs; monitors passenger rider ship and average travel times.
- Inputs transit data into the departmental computer system; compiles and analyzes statistical data; prepares and maintains various types of transit records, reports, and documentation.
- Produces and coordinates the distribution of transit service notices and flyers; notifies the public regarding changes in service and/or ticket prices.
- Receives and processes customer requests for bus services; logs and dispatches calls to drivers.
- Responds to public inquiries and provides information regarding the City's transit services.

JOB DESCRIPTION

Transit Coordinator

- Assists customers at the front counter; sells train tickets; collects and receipts bus and train fees; balances and maintains cash register.
- Coordinates and/or assists in the maintenance and repair of Depot facilities and buses; documents and maintains bus inspection records.
- Performs other related duties as assigned or required.

MINIMUM QUALIFICATIONS:

Education and Experience:

High School Diploma or equivalent; AND three years municipal transit service experience, including one year supervisory experience; OR an equivalent combination of education and experience. Associates Degree preferred.

Required Licenses or Certifications:

- Must possess a valid California Driver's License.

Required Knowledge of:

- Corcoran Depot transit operations, policies, and procedures.
- Principles and practices of municipal transit services.
- Regulations and standards governing the delivery of public transit services.
- Municipal transit facilities and vehicles.
- Transit records, reports, and documentation.
- Supervisory principles, practices, and methods.

Required Skill in:

- Managing and coordinating the daily operations of the City's transit depot and system.
- Receiving, logging, and dispatching customer requests for bus service.
- Monitoring and ensuring the delivery of high quality transit services to the community.
- Coordinating the maintenance, repair, and inspection of transit vehicles and facilities.
- Reviewing, preparing, and maintaining various types of transit records, reports, and documentation.
- Establishing and maintaining cooperative working relationships with staff, City departments, community organizations, and the general public.

Physical Demands / Work Environment:

- Work is performed in a transit facility environment.
- Subject to sitting, standing, walking, bending, reaching, and lifting of objects up to 25 pounds.
- Occasional exposure to machinery with moving parts, hazardous chemicals, infectious diseases, blood borne pathogens, and bodily fluids is involved.