



TRANSIT VEHICLE OPERATOR
HOPI SENOM TRANSIT
HOPI DEPARTMENT OF TRANSPORTATION

REPORTS TO: TRANSPORTATION SUPERVISOR
SALARY/HOURLY RANGE: 34
FLSA Status: NON-EXEMPT
VALID COMMERCIAL DRIVER'S LICENSE REQUIRED

INTRODUCTION

The objective of our Preventative Maintenance (PM) Program is to anticipate repairs and initiate activities that will prevent mechanical failures, ensure safe transit vehicles and to maximize vehicle life as per FTA and ADOT specifications. Our Preventative Maintenance Policy and Plan ensures that the Hopi Tribe's rolling stock are protected and maintained at or above original equipment manufacturer specifications. Preventative maintenance is essential to support safe, reliable and high quality transit service to our customers with the prevention of reactive vehicle maintenance. Also known as "breakdown maintenance", reactive maintenance are repairs that are done when vehicles have already broken down. The Preventative Maintenance Plan is in compliance with the Americans with Disabilities Act by monitoring all wheelchair lifts and securement stations as part of the daily pre- and post-trip inspections; vehicles experiencing equipment failures are removed from service and repaired before returning to service. Incumbent will be required to operate 12 to 32 passenger cut-away vans and buses on a deviated fixed-route schedule on the Hopi Reservation and local border towns and cities.

Contacts are with employees within/outside the immediate work area, relates agencies, vendors and general public. The purpose of those contacts is to exchange factual information and work efforts. Contact with general public as required. Work is performed in an indoor ventilated environment that is often loud, greasy and dirty. Incumbent Position requires local travel in Transit work truck to Transit vehicle storage sites at Keams Canyon, Kykotsmovi and Moencopi or roadside for vehicle repairs. Must be able to lift up to 80lbs or more at any time and make repairs while in a number of awkward positions. Most work will be performed independently and without supervision. The position involves operating a transit bus and includes long periods of sitting, varying movement in and out of the vehicle, operating the vehicle over rough and uneven terrain sometimes in inclement weather conditions.

ESSENTIAL FUNCTIONS

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Under the supervision of the Transportation Supervisor, follows the Hopi Senom Transit Preventative Maintenance Policies and Plan.
2. Maintains individual PM schedules and costs records for each type of vehicle in the Transit fleet. Vehicle types include gasoline revenue vehicles, including service truck and office vehicle, and diesel revenue vehicles.
3. Refers to the vehicle-specific original equipment manufacturer minimum requirements for local operating conditions for all vehicle types.
4. Maintains PM procedures for accessibility features to include lifts, ramps, and tie-downs.
5. Maintains PM plan for vehicle security systems to include radios, on-bus cameras and voice recorders.
6. Perform minor vehicle repairs, PM, tire repair, minor vehicle parts replacement, troubleshooting of mechanical and electrical system failures and ensure transit vehicles/busses are properly serviced and maintained.
7. Review all daily pre-trip inspection forms collected daily from Transit Vehicle Operators; obtains repair estimates from vendors; schedules repairs and transports vehicles to vendor once purchase order is secured,
8. Schedules any upcoming PM service and/or any other maintenance that may be needed. Informs Transit Supervisor of any major vehicle repairs needed on any fleet vehicles to be scheduled with off-site vendors. Works with Transportation Supervisor to obtain estimates and secure purchase order for needed work; update any and all data into the fleet maintenance records and (RTA) database.
9. Coordinate with Transit Supervisor on roadside transit vehicle service calls to make minor on-site repairs; coordinate with Transportation Supervisor, if necessary, to have vehicle towed to vendors for repairs.
10. Ensure vehicles are fully functional and safe for public transportations use and all safety accessories are ready for use such as wheel chair lifts and tie downs and vehicle is determined to be operable and road-worthy prior to each use; perform pre-trip vehicle inspections and notes condition of vehicle on the pre-trip inspection forms.
11. Maintains a safe, clean, shop, service area, and fleet parking areas in an efficient manner.
12. On occasion will perform the following duties:
 - Operate the transit vehicle to transport passengers to destinations along designated specified fixed-routes. Observe and obeys posted highway traffic signs and enforces safety rules for passengers.
 - Assist passengers that may need assistance with boarding and de-boarding the transit vehicle at designated stop, advises passengers to board and de-boarding the transit vehicle in a safe and orderly fashion, that they are properly seated and buckled up.
 - Fill out mileages log, full logs and collect transit fares (ticket or cash) record on fare collection/ridership log.
13. Perform other related duties as assigned or authorized to achieve Tribal/Program goals and objectives.

MINIMUM QUALIFICATIONS

Education: High School Diploma or GED Equivalent;

AND

Experience: One (1) year work experience in the automotive field performing preventive-maintenance, vehicle service and commercial driving experience;

OR

Equivalent combination of Education, Training and Experience that demonstrates the ability to perform the duties.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of standard motor vehicle maintenance and safety practices/procedures
- Knowledge of Arizona traffic and motor vehicle laws, occupational hazards and safety practices applicable to transporting passengers
- Knowledge of Hopi Tribe traffic code
- Knowledge of methods, practices, tools, equipment and materials used in the operation and maintenance of automotive vehicle
- Knowledge of principles and processes for providing customer services
- Knowledge of vehicle management, operations and practice
- Skill in demonstrating excellent interpersonal relationship and teambuilding skills
- Skill in operating and maintaining transit vehicle (12-32 passenger bus) service vehicle, office vehicle
- Skill in using hand/power tools and diagnostic equipment
- Skill in operating basic office machines/equipment and computers
- Ability to work independently with minimal supervision and under time constraints
- Ability to lift up to 60-80 pounds
- Ability to effectively communicate, both orally and in writing
- Ability to maintain positive working relationships with passengers
- Ability to work a flexible scheduled, which will include various hours and shifts
- Ability to maintain reliable vehicle records, data and information

NECESSARY REQUIREMENTS

1. Must possess a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
2. Driving is an essential function of this position. Certification to operate a tribal vehicle for business purposes requires a valid Arizona Commercial Driver's License (CDL). Incumbent must maintain a clear driving record to meet all necessary insurance requirements.
3. Must complete and pass the pre-employment screening including fingerprint and background investigation in accordance with the Hopi Tribal policy.
4. Must obtain a Commercial Driver's License with a passenger endorsement within 180 days of employment.
5. Motor Vehicle Report must indicate no suspension or DUI within the past 5 years of application.
6. Must maintain a satisfactory motor vehicle report.
7. Must maintain US DOT/FTA drug and alcohol tests with negative results.
8. Must comply with federally mandated drug and alcohol policy and screening requirements by having a negative result on a new hire pre-employment drug and alcohol test as defined in 49 CFR Part 655.
9. Subject to random drug and alcohol testing as per 49 CFR Parts 653 and 654.
10. Complete and pass the Passenger Service and Safety (PASS) training.
11. Must not have any felony convictions.
12. Must not have been convicted of misdemeanors at the local, state, or federal level within the past five (5) years of application.

For CDL Holders:

13. Provide a current 5 year MVR from the state you were licensed for that time frame.
14. Have a current Medical long form.

If you have previously operated vehicles in a US DOT and/or FTA funded program:

15. Must not have tested positive or have refused to test on any DOT pre-employment or employment drug or alcohol test administered by your previous employer.