



Posting Title: MetroBus Operator Trainee (CDL License/Permit & MOS/SOC

Location: DC/MD/VA Metro Locations

Reference #: 160343

Posting Open-Close: 06/08/2016 - 09/08/2016

Posting/Position Details:

All WMATA posted job openings are available through 11:59 pm the night **before** the noted Close Date. To ensure successful submission of application applicants are encouraged to apply well before this cut-off. The noted Close Date is the date on which the posting is automatically removed from the website as of 12:00am at which time submission of an application is no longer possible. (WMATA reserves the right to remove postings at any time without notice as business needs demand.)

This is an extended duration posting for current and future openings for the MetroBus Operator training program. Applications will be continuously assessed.

The Washington Metropolitan Area Transit Authority (WMATA) invites applications for the MetroBus Operator training program from both civilians and current/former military personnel. Qualifying candidates must be at least 21 years old at the time of testing and possess the ability to satisfactorily complete the background check and medical examination process. The most desirable candidates are those who currently possess a Commercial Driver's License (CDL) or Learner's permit with Passenger Bus and Air Brakes endorsements. A copy of the CDL learners permit or license will be verified prior to testing.

During training, CDL permit holders with valid Passenger and Airbrake endorsements are paid an hourly rate of \$12.03. CDL license holders with Passenger and Airbrake endorsements with no restrictions earn an hourly rate of \$16. Those successfully completing the training program will assume a full time regular MetroBus Operator position at which time the hourly rate increases to \$17.57.

The MetroBus Operator position is represented by the Amalgamated Transit Union, local 689 and the International Brotherhood of Teamsters, Local 922.

- Shift: Various
- Location: Various
- Assigned Days Off: Various

Minimum Qualifications:

Graduation from high school or possession of a high school equivalency certificate (GED). Must have three (3) years of continuous and verifiable post high school employment or a combined three (3) years of verifiable full or part-time student status and employment history.

Minimum of two (2) years customer service experience preferred.

License:

A current valid driver's license is required and the ability to acquire a valid Commercial Driver Learner's (CDL) Permit from jurisdiction of residence is required prior to appointment with proper endorsements for Passenger bus and Air Brakes. Must acquire a valid Commercial Driver's License with Passenger bus and Air Brakes endorsements by the completion of training.

MOS/SOC:

The military occupational skills (MOS) or service occupational codes (SOC) that are most applicable to the Bus Operator position are listed below.

Branch	MOS/SOC and/or Military Function
US Army	88M
US Air Force	2T111, 2T131, 2T151
US Marines	3531, 3534

Medical Group:

Satisfactory completion of the medical examination for this position is required. The incumbent must be able to perform the essential functions of this particular position either with or without reasonable accommodation(s).

Job Summary/Duties:

This position is responsible for the delivery of public transportation service through the safe operation of transit buses on scheduled routes while providing a high level of courteous and professional customer service . The incumbent must adhere to all safety and traffic rules, regulations, policies, and procedures to ensure the well-being of Metro customers, employees, self, and the general public. Additionally, incumbent in this role courteously provides schedule and fare information, collects fares, and ensures the safe boarding and alighting of all passengers. Incumbent must demonstrate a professional, pleasant, courteous and helpful demeanor towards the public at all times and must be able to maintain composure in stressful situations, even when the public is rude and discourteous. This is a safety sensitive position with high visibility and responsibility involving the operation of a Washington Metropolitan Area Transit Authority (WMATA) commercial passenger bus. As a front line employee, the individual in this role is considered as a customer service ambassador and must represent WMATA in this manner.

Operates a commercial passenger bus, transporting passengers to and from scheduled stops complying with traffic regulations.

Conducts routine bus inspections of assigned vehicle before and after daily run in conformance with all applicable safety and operating procedures. Documents inspection findings.

Prepares and submits accident and incident reports in a timely manner utilizing proper forms and in accordance with established guidelines.

Manages fare box transactions for proper fares and validates passes and identification cards, utilizing electronic fare registering and collection equipment.

Effectively communicates with customers and coworkers in a clear, concise and respectful manner.

Operates wheelchair lifts or ramps and secures mobility devices of passengers with disabilities in accordance with the Americans with Disabilities Act (ADA). Assist customers with boarding, and alighting in a safe manner. Must have the ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.

Uses 2-way radio and logs into the Mobile Data Terminal (MDT) to communicate with Bus Operations Communications Center (BOCC).

Complies with state driving regulations and all of Metro’s safety rules, policies, and procedures.

Maintains, supports, and promotes a safe, reliable and professional work environment at all times. Identifies and corrects risky conditions that may affect employee and customer safety.

Promptly engages the Metro Transit Police Department in cases of passenger unruly conduct and/or any threat to passenger or safety of self.

Courteously provides schedule, route, and fare information to passengers seeking assistance.

Adherence to the Policy/Procedure in the handling of funds and other valuables, to include proper reporting of lost articles.

The above duties and responsibilities are not intended to limit specific duties and responsibilities of this position. They are not intended to limit in any way the right of supervisors to assign, direct and control the work of employees under their supervision.

Evaluation Criteria:

Consideration will be given to applicants whose resumes demonstrate the required education and experience. Applicants should include all relevant education and work experience.

Evaluation criteria may include one or more of the following:

- Personal Interview
- Skills Assessments
- Verification of education and experience
- Criminal Background Check
- Credit history report for positions with fiduciary responsibilities
- Successful completion of a medical examination including a drug and alcohol screening
- Review of a current Motor Vehicle Report

Order of Preference:

The order of preference for the MetroBus Operator position is defined by the respective collective bargaining agreement.

Closing:

Washington Metropolitan Area Transit Authority, a Federal contractor, is an Equal Opportunity / Affirmative Action employer. All qualified applicants receive consideration for employment without regard to race, color, creed, religion, national origin, sex, gender, gender identity, age, sexual orientation, genetic information, physical or mental disability, or status as a protected veteran, or any other status protected by applicable federal law, except where a bona fide occupational qualification exists. Our hiring process is designed to be accessible and free from discrimination. This posting is an announcement of a vacant position under recruitment. It is not intended to replace the official job description. Job Descriptions are available upon confirmation of an interview.