

INTERNAL JOB ANNOUNCEMENT

Operating Instructor (Bus)

611

Duties: Under the direction of the Manager, Bus Training, develops and conducts initial classroom training to develop student Bus Operators into fully skilled customer service-oriented transit ambassadors for the Authority. Conducts technical skills training on all aspects of vehicle operation for student operators. Retrains or assists operators in accident prevention/safe coach operation and providing excellent customer service. Conducts annual training follow-up and evaluation of operator skills. Conducts refresher courses or special courses as needed. Participates as an integral team member in the Employee Development & Training Department. Performs other duties of a similar nature as may be required.

Minimum Requirements: Applicants must have a high school diploma or its GED equivalent. Applicants must have at least five (5) years experience operating a revenue coach as a Bus Operator or an Operator Instructor . Applicants with one (1) year experience in adult education or training is preferred. Applicants must have detailed knowledge of bus operations policies and procedures, and must have excellent organizational, oral, and written communications skills and be able to demonstrate those skills. Applicants must also have a valid Commercial Drivers License (CDL) with no more than four (4) points in the last three years.

Examination Information: Eligible candidates will be notified of the exact time and place of the examination. The examination process will consist of three parts to include a written examination, performance assessment and/or interview, and record evaluation for internal candidates. The record evaluation will be weighted as 15% of the overall examination score for candidates who have passed the written and performance assessment/interview. Record evaluation information will be obtained from the candidate's supervisor. Candidates must meet all record evaluation criteria in order to gain the full 15% weighting. Candidates must pass the written examination to be eligible to proceed to additional parts of the examination process required to establish the eligibility for the position. Candidates will become eligible based on the composite scores from each part of the examination process.

- 5 or more absence occurrences
- 2 or more AWOL or absence control suspensions
- 3 or more active written reminders (regardless of the level)
- 5 or more misses (regardless of whether they are active or not active)
- 4 or more active tardies
- Drug or alcohol suspension
- Commercial Drivers License (CDL) suspension
- Active Decision Making Leave (DML)

Additional Information: The performance of these duties may be required at any time of the day or night, any day and night of the week. The position is a bargaining unit position.

Internal Wage Rate: \$17.23 to \$28.72 hourly

Internal Applicants: How to Apply: An internal employment application may be completed and submitted on the RTA Intranet, select the Forms tab and then select the Human Resources tab. Internal employment applications can also be emailed to jobs@gcrt.org, faxed to (216) 781-4483 or (216) 781-4669, or interoffice mailed to Human Resources, 1240 W. 6th Street., Cleveland, OH 44113.

Employment Applications will be accepted until Monday, October 3, 2011.

AN EQUAL OPPORTUNITY / ADA EMPLOYER / A DRUG FREE WORKPLACE

Job Class: 611
Date: September 23, 2011
Job Announcement No.: 2011-120

Web Site Address: www.rideRTA.com
E-mail: jobs@gcrt.org

RTA