

TRANSPORTATION ASSISTANT I - OPERATIONS

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for conducting or assisting in field investigations to aid in the inspection, monitoring and review of the performance and effectiveness of fixed bus route services and related transit support programs. This class differs from Transportation Assistant II - Operations in that assignments do not involve complex assessment or review of data, or compliance evaluations of operating authorities. Partial supervision may be exercised over subordinate unit staff; does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Conducts or assists in conducting field studies to aid in the assessment and evaluation of traffic congestion, proposed new bus routes, changes in present routes, the effects of on street parking, and other factors effecting transportation services;

Assembles field data by means of field surveys and the study of pertinent records and documents;

Assists in the review of practices, procedures and proposals of transportation companies, agencies and authorities to aid in compliance evaluations;

Uses automated office systems to maintain an active inventory of vehicles, radio equipment and bus stop signs to enable assessment of current service needs;

Uses automated office systems to maintain records of passenger complaints and service disruptions;

Consults with EDP on issues regarding the maintenance and compilation of computer data used for transit analyses;

Researches complaints and prepares information for further action;

Assists in analyzing traffic volume, passenger counts and other data obtained in field studies;

Compiles field data relating to bus maintenance and operations for studies and reports;

Identifies and assists in the identification of potential safety hazards such as sight obstructions, inadequate pavement markings, structural deficiencies and other related matters by means of field inspection and review of accident reports.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Knowledge of public transportation systems operating principles and practices; familiarity with the routes and services of all public transportation systems within the County; ability to gather and analyze pertinent data; ability to use automated office systems; ability to make simple mathematical computations; ability to follow oral and written instructions; ability to get along with others, including the public; good judgment; accuracy; reliability; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and either: (a) a Bachelor's Degree*; or (b) two years of experience in transit operations as a supervisor, field technician, inspector or in a staff position with a private or public bus company, authority or agency.

SUBSTITUTIONS: Satisfactory completion of 30 credits* in the field of transportation, urban or regional planning, transportation engineering or transportation planning or management may be substituted on a year for year basis for the above required experience.

NOTE: Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as post-secondary, degree-granting institution.