



The City of Marshalltown is an equal opportunity employer

Position Announcement

24 N Center Street, Marshalltown, IA 50158

Ph 641-754-5704 Fax 641-754-5781

www.ci.marshalltown.ia.us

hr@ci.marshalltown.ia.us

Position: Transit Operator – Full-time

Department: Public Works - Transit

FLSA Classification: Full Time Non-Exempt (hourly)

Civil Service Classification: Covered by Civil Service

Pay Range: Non-Union Pay Grade 11

Starting Pay Rate: \$14.37/hour

Application Process: All applicants must submit the following materials:

1. **City of Marshalltown Employment Application.** Applications can be found at www.ci.marshalltown.ia.us under employment opportunities

Employment application should be completed electronically and sent to the City of Marshalltown Human Resource Department either by email hr@ci.marshalltown.ia.us or printed and mailed to **City of Marshalltown Attn: Human Resources, 24 N Center Street, Marshalltown, IA 50158. Please do not fax materials as these will not be accepted.**

Date posted: Friday, October 6, 2017

Closing Date: Monday, October 16 at 5:00pm

General Statement of Duties

Operates small, medium, and large transit buses to provide public transportation; does related work as required.

Distinguished Features of the Class

This is responsible and technical transportation work involving the operation of transit vehicles for public transportation purposes. The work is performed under the general direction and supervision of the Transit Administrator but some leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires that an employee in this class establish and maintain close cooperative working relationships with the Public Works Director, Transit Administrator, Transit Operator II, Transit Mechanic, and the general public.

Examples of Essential Work (Illustrative Only)

- Operates a small, medium, and/or large duty public transit bus for a fixed or demand and response route on a predetermined schedule efficiently and safely;
- Collects moneys, tickets, passes, and transfers and maintains records;
- Accommodates and assists in the loading and unloading of wheelchair-bound passengers;
- Cleans buses and conducts pre-trip and post-trip inspections;
- Fuels buses, conducts minor preventive maintenance and inspections, and reports findings and problems;
- Monitors and adjusts schedules to special events, tours, and community functions;
- Responds to inquiries and public requests for operational information;
- Attends meetings, conferences, and workshops as requested and authorized;
- Handles fare boxes monies, keys, and vault with one other employee at any one time;
- Monitors safety of equipment, road, passengers at all times and takes action necessary to keep riders and the public out of harms way;
- Records mileage on log sheet, records ridership on daily sheets, reports problems with vehicles and equipment;
- Performs related work as required.

Required Knowledge, Skills, and Abilities

- Good knowledge of small and medium bus operation and maintenance;
- Good knowledge of bus routes and procedures for route variance;
- Some knowledge of standard first aid practices and procedures;
- Ability to maintain proper passenger behavior and discipline on the bus including school age riders;
- Ability to use hydraulic lifts;
- Ability to lift and assist individuals in wheelchairs;
- Ability to fuel buses and to perform routine fluid checks;
- Ability to communicate well with others both orally and in writing, using both technical and non-technical language;
- Ability to establish and maintain effective working relationships with other City employees, supervisory personnel, and the general public;
- Ability to prepare accurate and reliable reports containing passenger counts, bus mileage, revenue miles, and revenue hours;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of driving and passenger loading and unloading assistance tasks with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ability to remain calm in stressful situations;
- Ability to calm down passengers and the public;
- Ability to exercise ingenuity and inventiveness in the performance of assigned tasks;
- Ability to consistently maintain regular and punctual attendance at work.
- Ability to communicate in English.

Acceptable Experience and Training

- Graduation from high school, preferably supplemented by additional training in the operation of large trucks or transit buses; or
- Any equivalent combination of experience and training which provides the knowledge, skills, and abilities necessary to perform the work.

Required Special Qualifications

- Possession of a Commercial Drivers License (Class B endorsement) issued by the State of Iowa with Passenger and Air Brake Endorsements. CDL must be obtained within two weeks of a conditional job offer;
- Safe driving record;
- Successful completion of the City's driver's training program;
- Ability to be bonded by the City's casualty insurance carrier;
- Must have positive credit reference.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate well with the Transit Administrator, Transit Operator II, Transit Mechanic, passengers of all ages and abilities, and the general public;
- Sufficient clarity of hearing, with or without reasonable accommodation, which permits the employee to use two-way radios and to communicate with passengers;
- Sufficient vision, with or without reasonable accommodation, which permits the employee to drive small and medium duty buses, recognize street signs and hazards, observe passengers and their behavior, receive fares and change moneys, and read and prepare reports and memoranda;
- Vision ability for close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate small and medium duty buses, operate hydraulic lifts, and receive and change moneys;
- Ability to climb up and down bus stairs;
- Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to enter and exit buses, assist passengers with loading and unloading, and provide accommodation to disabled passengers;
- Ability to regularly move, push or pull passengers in wheel chairs up to 200 pounds with assistance, ability to regularly lift approximately 35 pounds from floor level to about 6 inches;
- Ability to sit for extended periods of time;
- Ability to pass employment physicals including drug testing.
- Ability to pass random and other required drug and alcohol tests in compliance with DOT.

Essential Working Conditions

- Employee is regularly exposed to outside weather conditions, fumes or airborne particles, vibration, repetitive bouncing, jarring, darkness or poor lighting;
- May be exposed to communicable diseases;
- The noise level in the work environment is usually loud.

City of Marshalltown Benefits & Retirement Information

Insurance

Employees in this class of employment and their eligible dependents are eligible for group health coverage on the first day of the month immediately following start date of employment

Medical/Dental

- Wellmark Alliance Select PPO Network
- \$20 Office visit co-pay when PPO providers are utilized
- \$500 single/\$1,000 family deductible
- \$1250 single/\$2500 out of pocket maximum
- Major medical 90%/10% co-insurance if PPO providers are utilized
- Annual wellness/preventive benefits paid at 100% for eligible routine physicals, vision exams, etc.
- Prescription drug plan coverage along with mail order prescription drug service available for maintenance medications in a 90-day supply for the cost of \$60 per 90-day prescription for brand name and \$30 per 90-day prescription for generic.
- Dental plan covers preventive check up at 100%, along with 80% coverage for basic services (fillings, root canals) and 50% coverage for major services (bridges, crowns). \$1,500 annual benefit maximum per plan member and \$1,500 orthodontia lifetime benefit per plan member.

Voluntary Avesis Vision Plan

- Annual allowance for contact lenses or frames and lenses.
- Discounts for Lasik Surgery

Life Insurance

- Employee Life insurance and AD&D of one times the employee's annual salary paid at 100% by the City.
- Supplemental term life insurance may be purchased for the employee up to \$300,000.
- Life coverage may be purchased for spouse up to \$150,000, and for eligible dependent children (\$2,000, \$5,000 or \$10,000).

Long Term Disability Insurance

- 180 day waiting period (period of time you must be disabled before benefits begin).
- Benefit is 60% of base salary with a maximum of \$3,000/month
- Benefit continuation to age 65
- The City currently pays 100% of the LTD premium for employees

Flexible Benefit Plan

- Medical and/or Dependent care spending accounts may be established that allow an employee to set aside a portion of earnings to pay for unreimbursed medical care and/or dependent care expenses on a pre-tax basis.

Employee Assistance Program

- Available at no cost to the employee and family members to provide short-term counseling, referral services, and resources to assist with personal issues.

Vacation The vacation schedule is as follows:

1 week after 1 year, 2 wks after 2 yrs, 3 wks after 5 yrs, 4 wks after 12 yrs

Paid Holidays & Personal Days

9 paid holidays: New Year's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day, and a Floating Holiday for Christmas; and 3 personal days granted on employees anniversary date.

Sick Leave

Sick leave is earned from the first pay period of employment. A full-time employee will earn four hours per each two-week pay period, to a maximum accumulation of 1,040 hours.

Retirement plan

Employees in this classification of employment are required by state law to contribute to the Iowa Public Employees' Retirement System (IPERS). Although the principal focus of IPERS is to provide an adequate retirement plan for career public employees, even if employees do not retire under IPERS the contributions made by the employee will always be their money.

Continuation of health/dental insurance when no longer employed by the City

Non-union City employees who are covered by the City's group medical/dental plan and life insurance on the day prior to a defined "normal" retirement with IPERS or termination of their employment due to a disability are eligible to continue their existing group coverage. The City pays 50% of the premium for non-union employees (including spouse and eligible dependents covered by the plan) who have at least 15 years of continuous service in a position that was eligible for insurance benefits.

Retirement Health Savings Plan

Upon separation of employment or retirement with the City, eligible severance vacation and sick time (25% payout for employees who have a normal retirement and have 15 years of service or more) will be converted into a RHS account on a tax deferred basis. These RHS account dollars can be used to pay for medical expenses such as: health insurance premiums, Medicare premiums, COBRA premiums, co-pays, deductibles, prescriptions, and other qualified expenses defined by the IRS.

Deferred Compensation and Individual Retirement Accounts (IRAs) (Policy 3.14)

Deferred compensation (Section 457 of the IRS code) is a method to enable public employees to defer federal and state income taxes

on a portion of their savings. Taxes are paid on the savings and earnings when withdrawn, usually during retirement, when the employee is presumably in a lower tax bracket.

ICMA-RC administers the City's deferred compensation plans and both traditional and Roth IRAs. These plans are available for regular employees who are regularly scheduled to work at least 520 hours per year. Employees may elect to contribute to these plans through payroll deductions.