



## Parallel Transit Operator

### Temporary, up to 6 months

### Part Time, up to 24 hours/week

**Job Posting: 01-2019**

**Posted: January 10, 2019**

<b>Duties</b>	<ul style="list-style-type: none"> <li>• This position reports to the Manager of Transit. The Parallel Transit Operator provides safe passenger transportation with door to door service, within a reasonable time frame while operating a Parallel Transit vehicle.</li> <li>• Signs out assigned bus and completes circle check, completing appropriate written work records before starting route.</li> <li>• Collects passengers' fares, keeps daily records of rides provided, fares collected, cards punched, charges incurred and paid, and cards sold.</li> <li>• Operates bus, following established schedules, in various weather and road conditions.</li> <li>• Ensures the safety of all passengers by use of appropriate on-board restraints</li> <li>• Provides passenger assistance in boarding and deboarding.</li> <li>• Regulates heating, lighting and ventilating systems for passenger comfort.</li> <li>• Maintains neat and clean vehicle. Monitors operations, equipment and passenger conduct, and reports hazards or concerns to supervisor.</li> <li>• Complies with all safety rules, practices, requirements and regulations.</li> <li>• Assists in maintaining a safe work environment.</li> <li>• Performs other related duties as assigned.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Secondary School Diploma.</li> <li>• Demonstrated related professional experience.</li> <li>• Valid Driver's License (Class F, E, C or B) with good driving record.</li> <li>• Ability to work according to designated shifts.</li> <li>• Capable of performing passenger boarding and deboarding functions.</li> <li>• Ability to successfully complete a Criminal Reference Check.</li> </ul>
<b>Department/Division</b>	<b>Community Services/Parallel Transit</b>
<b>Reporting to</b>	Manager of Transit
<b>Hourly Rate</b>	\$19.71
<b>Closing Date/Time</b>	<b>Friday, January 25, 2019 @ 4:30 pm</b>

**To apply for this position:**

- Please submit a resume, clearly outlining your qualifications and experience, and quoting the job posting number.
- Applications can be submitted by email to [hr@stratford.ca](mailto:hr@stratford.ca). Please do not submit duplicates.
- Please include the Job Posting Number in the message subject line. Attachments should be in Microsoft Word or PDF format.

**Accommodations** are available for people with disabilities for all aspects of the recruitment process. Applicants should make their needs known in advance.

While we appreciate all applications received, only those selected for an interview will be contacted. Personal information collected in response to this advertisement is collected under the authority of the Municipal Act, 2001 to determine eligibility for employment with the City of Stratford. Please direct inquiries to the Human Resources Department at 519-271-0250 x 274.