

**CITY OF GREENBELT, MD  
CLASS SPECIFICATION**

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**CLASS TITLE:** Transportation Operator I  
**DEPARTMENT:** Public Works  
**REPORTS TO:** Public Works Director

**SALARY GRADE:** 5  
**FLSA STATUS:** NE  
**DATE:** 11/2022

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**JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:**

Operates the city vehicle(s) assigned to the Greenbelt Connection, the City's intra-city transit service. Work is performed under the moderate supervision of the Public Works Director.

**ESSENTIAL JOB FUNCTIONS:**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

Drives city vehicle and picks up and delivers passengers.

Assists in the loading of passengers and operates wheelchair lift.

Provides information concerning the service to passengers.

Handles cash fares and tickets.

Reports vehicle maintenance or operation problems to the Department of Public Works.

Prepares reports on daily rider ship, vehicle operation and service use.

Schedules trips.

**IMPORTANT JOB FUNCTIONS:**

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

City Vehicle

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

***At the Level I:***

High School Diploma or GED; and,

Minimal progressively responsible experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**Licenses and Certifications:**

Maryland Commercial Driver's License – Class D

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

The City and nearby areas.

The operation of automotive equipment.

The laws regulating the operation of vehicles.

The hazards and safety precautions in operating buses and passenger vans.  
Department organization, standard operating guidelines and policies, rules, and regulations.

**Skill in:**

The operation of automotive equipment.

Communicating orally and in writing with internal staff, clients, the general public, and other departmental staff in order to give and receive information in a courteous manner.

Operating and maintaining all assigned equipment required to perform the essential functions of the job.

**Mental and Physical Abilities:**

Ability to deal with the public in a courteous and tactful manner.

Ability to explain the service clearly.

Ability to establish and maintain effective working relationships with a variety of people.

This classification involves seldom physical agility requirements such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity. Sensory requirements include close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to receive detailed information through oral communication and/or to make fine distinctions in sound. This is light work requiring the exertion of up to 10 pounds of force frequently.

**Working Conditions:**

Work is performed outdoors and, in a vehicle, exposing the employee to various outside atmospheric conditions.

The incumbent's working conditions are typically moderately quiet to loud.

**NOTE:** This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.