



## TOK TRANSIT

**Position:** TRANSIT OPERATOR — STANDARD

**Job Description:** the Regional Municipality of Wood Buffalo and surrounding areas while operating transit vehicles on pre-defined routes as scheduled.

In addition to ensuring that customers are treated with courtesy, dignity and respect, operators must ensure transit vehicles run safely, efficiently and on time.

**Qualifications:**

- High school diploma or equivalent
- Possess a valid Class 2 or BZ driver's licence
- Completed Employment Application form
- Demonstrated skills dealing with the public in a position that requires excellence in problem-solving and conflict resolution
- A demonstrated driving record indicating safe and responsible vehicle operation
- Provide a recent Driver Abstract and background check (must meet conditions)
- Ability to meet physical demands of the job, such as sitting for prolonged periods of time, using extremity motions, such as reaching, gripping, push/pull of steering wheel, twisting and turning of neck, sensory/perceptual demands along with good concentration, fine finger movements (keying data into fare box keypad), ability to properly secure mobility devices, etc.
- Allow for a pre-employment and random Drug and Alcohol Test
- Must not have any criminal convictions
- Available to work flexible hours and shifts, seven days a week including weekends and statutory holidays

**Job Responsibilities:**

- Transport passengers safely according to Tok Transit's routes and time schedules
- Operate assigned Transit vehicles in a safe manner in high-density traffic and in all weather conditions
- Collect proper fares and check the validity of transfers/passes
- Effectively resolve any passenger disputes
- Provide information and assist passengers in a courteous manner
- Maintain orderliness on the vehicle by dealing with individual riders, as well as disruptive groups
- Advise the Control Centre of off-schedule, vehicle maintenance issues, and of vehicle or passenger emergencies
- Fill out required accident and/or other reports as required related to any incidences occurring during the shift
- Provide assistance to passengers with language barriers, accessibility needs and deal with passengers' challenging temperaments

**Tokmakjian Group**

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