City of Socorro
Job Description

Job Title: Transit Coordinator	Department: Recreation
FLSA Status: Full Time - Non-Exempt	Salary: $20.00 to $25.00 *Grant Funded*
Approved: February 15, 2024	Last Revised: N/A

Position Summary:

Under general supervision, the coordinator provides public transit-human services transportation plan and identifies the transportation needs of individuals with disabilities, seniors, and people with low incomes.

Duties, Functions, and Responsibilities:

- Overall responsible for the coordination of Transit & Fleet Services in the City of Socorro, Texas.
- Conduct daily assessments on fleet vehicles and emergency supplies for safety operation, efficiency, or broken parts, and report defects and issues.
- Coordinate all fleet maintenance requests with the appropriate department and maintain log reports, records and maintenance activity as needed.
- Acquisition of expansion or replacement of vehicles, and related to procurement, testing, inspection, and acceptance costs.
- The provision of coordination services, including employer-oriented transportation management organizations and human service organization' customer-oriented travel navigator systems and neighborhood travel coordination activities such as coordinating individualized travel training and trip planning activities for customers.
- Vehicle rehabilitation or overhaul and preventative maintenance.
- Dispatch, drive, and coordinate fleet vehicles daily to provide continuous consistent services to our community.
- Provides strategies for meeting local needs and prioritizes transportation services and projects for funding implementation.
- Provide safe, reliable, and consistent transit services daily in a variety of weather conditions.
- Create and submit detailed reports for all activities involving fleet and transit services.
- Provide required assistance during times of emergency. Serve as a contact to receive calls and coordinate with police, fire, security, and other applicable City of Socorro departments at night and on weekends and holidays concerning emergencies and take appropriate action.
- Support for mobility management and coordination programs among public transportation providers and other human services agencies providing transportation.
- Support for short-term management activities to plan and implement coordinated services.
- Support of state and local coordination policy bodies and councils.
- Demonstrate required training such as transit evacuation, wheelchair loading and unloading, and other professional development for staff.
- Attend and complete required training programs to include cardiopulmonary resuscitation (CPR), first aid, state certification course(s), and defensive driving classes to maintain safety certification.
- Report all accidents, vehicle damage, student inquiries, and mechanical failures by the department's supervisor.
- Implement effective transportation practices and inspect equipment (radios, communication equipment, vehicle wheelchair lifts, ramps, and securement devices) for safety, cleanliness, and serviceability.
- Support the promotion, enhancement, and facilitation of access to transportation services including the integration and coordination of services for individuals with disabilities, seniors, and low-income individuals.
- Attend training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities.
- Attendance is an essential function of the job.
- Regular worksite attendance is an essential function.
- Responsible for any other duties and assignments issued by the City of Socorro.

Required Skills:

- Application of good knowledge of local, state, and federal codes, regulations, and guidelines governing municipal transportation.
- Application of considerable knowledge of data gathering and research methods and techniques.
- Application of good knowledge of customer service and safety techniques.
- Ability to establish and maintain effective working relationships with City officials, coworkers, and the public.
- Ability to drive and operate cars, trucks, vans, ADA, and Commercial vehicles.
- Ability to work various shifts including but not limited to days, nights, weekends, and holidays, as needed.
- Proficiency in Microsoft Office Operation Software; specifically, Word, Excel, & PowerPoint
- Requires continual sitting; requires moderate standing, bending, reaching, kneeling, and squatting.
- Must possess the ability, skill, patience, and understanding to work with youth, adults, seniors, and community members with mobility disabilities.
- Must be able to lift, carry, push, and/or pull up to 50 lbs. or more repeatedly during work hours.

Minimum Qualifications:

- A candidate must possess an Associate's degree in Transportation, Planning, Engineering, Business or a related field preferred.
- A minimum of two (2) years or more work-related experience in operating a fleet or public transit vehicle.
- A minimum of two (2) years' experience or more coordinating transportation and/or fleet services
- A minimum of two (2) years' experience conducting research, analyzing data, and creating reports directly related to transit services and activities.
- Possess a valid Texas class "C" Driver's License.
- Acceptable driving record.
- Must be insurable by the City's liability insurance carrier.
- Must be able to complete required transit safety training within one year of hire.

Equipment:

- Operates office equipment such as typewriter, computers and software, calculator, copy machine, scanner, shredder, fax machine, and multi-line telephone.

Physical Requirements:

- Must be able to lift a minimum of 25 pounds.
- Sits, stands for extended periods of time.

Conditions of Employment:

- Pass Pre-Employment Drug Screening.
- Pass Background Check.
- Work flexible hours and overtime as required.
- Bilingual Skills: English & Spanish preferred.

_____	_2/15/24_____
Mayor	Date
_____	_2/15/24_____
City Manager	Date
_____	_2/15/24_____
Human Resources Director	Date
_____	_____
Employee	Date