

**Pee Dee Regional Transportation Authority
Job Description**

Job Title: Transportation Inspector
Department: Operations
Reports To: Transportation Manager
FLSA Status: Nonexempt, Hourly
Pay Band: 3
Date: 05/18/2023

SUMMARY

Monitors and inspects transportation services including operators, vehicles and facilities within assigned territory of transportation system. Aids as a liaison between passengers and PDRTA when necessary for community outreach and feedback.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Frequently observes and inspects vehicles and operators along routes to ensure that services are operating according to schedule.
- Inspects vehicles to ensure maintenance is conducted in accordance with company policies.
- Investigates schedule delays, detours, accidents, equipment failures, and complaints.
- Files written reports of daily vehicle checks, vehicle operator's licenses, DOT medical cards, daily inspections, oil changes, and appearances of the vehicle and operator.
- Reports disruptions to service.
- Determines need for changes in service such as additional vehicles, route changes and revised schedules to increase operating efficiency and improve service.
- Monitors the activities at the Transit Center, particularly during bus times, and provides assistance to Dispatch, Operations, and/or passengers.
- Conducts bus operator ride-a longs and observations according to policy, observing bus operator performance relative to safe operation, adherence to schedules and established Department procedures. Writes reports for commendations or disciplinary action.
- Conducts scheduled and unscheduled evaluations of all PDRTA operators for proper pre-trip and post-trip inspections and complete the appropriate paperwork for performance evaluation reference. Hours of evaluation will vary due to scheduling differences of routes and service areas. Minimum of one evaluation per operator is to be complete each quarter.
- Drives automobile along route to detect conditions hazardous to equipment and passengers. Also noting bus stops for cleanliness, appearance, damage, etc.
- Assists in dispatching when necessary.
- Provides route coverage of all PDRTA routes in case of driver shortage.
- Reports mechanical malfunctions of vehicles along route and directs repair.
- Assists in accident and incident investigations.

- Oversees the establishment and maintenance of communication systems, Syncromatics, video surveillance systems, fareboxes, telephone contact and vehicle operators.
- Attends training sessions as required to maintain, obtain, or upgrade certifications and/or licensing.
- Adheres to all safety standards. Promptly reports safety issues and violations to the CSO and/or Transit Manager.
- Adheres to all Authority policies and procedures.

SUPERVISORY RESPONSIBILITIES As directed by Transportation Manager.

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

EDUCATION and/or EXPERIENCE High School diploma or general education degree (GED).; two years experience as a bus operator or dispatcher, 1 year management experience.

LANGUAGE SKILLS Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rates based on time and distance.

REASONING ABILITY Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS AND ABILITIES Must be able to operate calculator and personal computer. Must know FCC radio procedures and possess telephone communication skills.

CERTIFICATES, LICENSES, REGISTRATIONS SC Commercial Operator's License, Class B with Passenger Endorsement and Air Brakes. Successful completion of 8-hour Defensive Driving course.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stand, walk, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

OTHER REQUIREMENTS Must be DOT certified as physically qualified to drive. Must receive a negative

result from a pre-employment DOT drug screen. Must receive negative results from random, post-accident, return-to-duty, or reasonable cause DOT drug and/or alcohol testing.