

ADMINISTRATIVE AIDE (19-A PROGRAM)

CHAUTAUQUA COUNTY DEPARTMENT OF PUBLIC FACILITIES - CHQ TRANSIT

SALARY RANGE: \$22.94 - \$29.52/HOUR + BENEFITS

The Chautauqua County Department of Public Facilities is currently accepting applications to fill one (1) Administrative Aide (19-A Program) position in the Jamestown office. This position is full-time at 40 hours per week (6:30 AM – 3:00 PM as assigned). An Administrative Aide (19-a Program) is an important para-professional position at the Chautauqua Area Rural Transportation System. An employee in this class is responsible for a comprehensive bus driver training program in accordance with recognized transit industry standards and New York State Department of Motor Vehicles Article 19-A (19-A) requirements. Work performed is under the general supervision of the Senior Project Coordinator and includes oversight of Bus Drivers for defensive driving skills, passenger safety, and operation of the vehicles and related equipment. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Develops driver training curriculum and class outlines;
- Provides driver training in various areas such as Commercial Driver's License (CDL), Americans with Disabilities Act (ADA), Passenger Assistance and Sensitivity (PASS), Wheelchair Securement, Defensive Driving, etc.;
- Performs continual driver safety checks on board buses and on the street;
- Investigates driver or public reports of safety hazards or other safety issues;
- Assists in accident investigations as needed;
- Performs mandated driver testing and remedial retesting for Article 19-A Behind the Wheel Road Tests, biennial Article 19-A written tests, and Article 19-A Defensive Driving Observations;
- Maintains documentation of tests, reviews results with drivers, recommends corrective action if applicable;
- Requests driver abstracts from NYSDMV annually and reviews with driver;
- Tracks Article 19-A driver physicals and notifies drivers when physical is due, ensures physical is done and reviews results with driver;
- Notifies NYSDMV of any additions, removals, or temporary suspensions of individuals on the CHQ TRANSIT Article 19-A driver roster and maintains driver files for audit as directed by NYSDMV;
- Compiles and submits annual 19-A Affidavit of Compliance to NYSDMV;
- Keeps current with regulations and attends refresher courses as directed by NYSDMV;
- Researches information as necessary;
- Drives bus routes as needed;
- Prepares correspondence and performs related administrative work as required.

This position is being filled on a provisional basis pending the outcome of a future dated Civil Service examination for this title. An incumbent will be chosen from approved applications received.

Chautauqua County offers a comprehensive benefits package which includes:

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| - Health Insurance (including Dental & Vision plan) | - 13 Paid Holidays |
| - Health Savings Account (partially funded by the County) | - Vacation & Sick Time |
| - Personal Days | |
| - NYSLERS Pension | - NYS Deferred Compensation |
| - Eligible for Federal Public Service Loan Forgiveness | - Wellness Program |

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

- A. Graduation from a regionally accredited or New York State registered two-year college with an Associate's degree; OR
- B. Successful completion of 60 semester credit hours at a college or university recognized by New York State; OR
- C. Two years of clerical, office, administrative or operations support experience in a public or private passenger transportation environment; OR
- D. Two years of experience in a position responsible for providing employee training or significant peer-to-peer training; OR
- E. An equivalent combination of training and experience as defined by the limits of A, B, C and D above.

ADDITIONAL REQUIREMENTS: All the following must be received and maintained while in service in this classification:

- A. Possession at time of appointment of a valid NYS Class A, B, or C CDL with "P" endorsement, and
- B. Possession within 12 months of appointment of a:
 - Certification to teach "Passenger Assistance and Sensitivity" course, and
 - Bus Accident Investigation (BAITFISH) certification, and
- C. Possession within 36 months of appointment of a:
 - NYSDMV Article 19-A certified Examiner certification, and
 - "Transit Bus Instructor" or similar status.