

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 004467
Grade 12**

TRANSIT AIDE II

DEFINITION OF CLASS:

This is working leader data collection and reporting work concerning the movement of public transit vehicles and passengers. Personal contacts are largely devoted to transit employees, to pass on and receive routine information; transit system supervisory personnel, to pass on and receive information, receive work assignments, and report on data collected and tabulated; and "bus checker" employees, to assign and review their work, pass on and receive information, and discuss questions/problems concerning data collected. An employee occasionally provides assistance to the transit riding public by providing directions and answering questions concerning bus routes and departure/arrival times and points, but such assistance is irregular and not the primary purpose of this class of work.

An employee in this class is responsible for daily assigning bus checking routes to subordinate employees, collecting and evaluating their written work products, and checking that their work is properly performed at assigned locations. In addition, approximately one-third of an employee's work is spent carrying out bus checking duties similar to those assigned to subordinates, including virtually all bus "time checks" to determine if buses arrive as scheduled. Work is of a cyclical, recurring nature as each bus route must be annually checked. On their initiative, a Transit Aide II schedules bus routes for checking. Unfamiliar work or situations not covered by instructions are referred to a supervisor for assistance. The work of an employee in this class is frequently checked for accuracy and that procedures used are in accord with standard operating methods. Procedures for doing the work are clearly delineated and must be closely followed. The complexity of this class of work is derived from scheduling and overseeing bus checking assignments with a work force of fluctuating size, and carrying out similar tasks a portion of each day. Accurate checking of the movement of public transit vehicles and passengers comprises a complete set of duties and responsibilities which is a small but important part of the County's public transportation system, and which directly affects transit planning considerations. The work environment involves some unpleasantness and moderate physical demands due to standing/working outdoors and riding buses, both for extended periods of time. There are no significant hazards associated with this class of work.

EXAMPLES OF DUTIES: (Illustrative Only)

- Schedules the work of bus checkers, which includes providing instructions/training, answering questions, etc.
- Checks work of bus checkers for completeness and accuracy.
- Monitors bus checkers' performance and attendance, prepares time sheets, and provides performance evaluation recommendations to supervisory personnel.
- Monitors and reports on ridership of privately operated transit shuttles and facilities.
- Inspects and reports on park-and-ride lot conditions, bus shelter cleaning and bus stop trash removal.
- Boards buses and conducts riding checks to collect information on passenger usage and vehicle

running times.

- Records the time at which buses pass "time points" and notes any conditions encountered that may affect running times, such as long stops, road construction or detours.
- Records the number of passengers boarding and alighting at each stop.
- Observes and reports if timetables are in the bus, and whether transfers are issued with the appropriate amount of time.
- Conducts stationary checks at pre-selected locations; records bus number, block number, number of passengers, times at which buses pass by "time points," and other data as may be required.
- Places bus stop signs and shelter messages.
- Performs two-column addition and subtraction calculations to record and summarize data on standard forms.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Skill in effectively assigning work to bus checkers based on knowledge of transit work rules, union contract provisions, available resources, number of bus routes to be checked, weather conditions, etc.
- Ability to read and understand daily run sheets and block assignments, as well as routes and schedules, or ability to rapidly acquire this knowledge.
- Ability to accurately and quickly record numbers and perform two-column addition and subtraction calculations.
- Ability to independently board and leave public transportation vehicles and conduct riding and stationary checks under varying climatic conditions.
- Ability to communicate effectively in English, both orally and in writing.

MINIMUM QUALIFICATIONS:

Experience: One (1) year of experience as a Transit Aide with Montgomery County Government or comparable transit system.

Education: Graduation from high school or High School Certificate of completion recognized in the State of Maryland.

Equivalency: An equivalent combination of education and experience may be substituted.

Other: Have at all times while on duty an accurate timepiece.

LICENSE:

- Possession and maintenance at all times of a valid Class "C" (or equivalent) driver's license from the applicant's state of residence.

PROBATIONARY PERIOD:

Individuals appointed to this class will be required to serve a probationary period of six (6) months, during which time performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL EXAM PROTOCOL: Core Exam.

Class Established: January, 1990

Revised: August, 1992 (M)

April, 2010
August, 2013
October, 2014