



CTtransit  
 Human Resources Department  
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<http://www.cttransit.com/>

**PLEASE VISIT**  
<http://www.cttransit.com/careers>  
**TO APPLY FOR ALL**  
**OPENING**

## *Employment Opportunities as of Friday, April 21, 2017*

CTtransit is an Affirmative Action/Equal Opportunity employer and strongly encourages the applications of women, minorities, and persons with disabilities

Job Title	Job Type	Salary	Issue Date	Closing Date
<b>Bus Operators - Hartford</b>	<b>Full-Time</b>	<b>\$21.60/Hour</b>	<b>04/21/17</b>	<b>05/05/17</b>

**Department:**

Bus Operators

**Job Description:**

Safely operating transit buses on routes, providing courteous, helpful customer service; collecting fares; following schedules; maintaining excellent attendance and working cooperatively with other employees on the team.

**Examples of Duties:**

Operates transit buses and wheelchair lifts, collects fares and verifies valid passes and identification cards, receives and transmits communications over a two-way radio, coordinates passenger transfers, reports schedule delays, completes and files reports including accidents, detours, vehicle inspections, fares and passes, and other incidents, makes recommendations for safety and route improvements.

**Qualifications:**

Either: S or V or A or F endorsement. The minimum of an "F" endorsement is required **BEFORE** you can be considered for a Bus Operator position in Hartford.

- HS Diploma or GED
- At least 21 years old
- Valid CDL preferred (Class A or B)
- Two (2) separate endorsements are preferred:
- No more than (1) moving violation in the last 3 years
- Minimum (1) year experience in a position requiring excellent customer service skills
- Public/commercial driving experience is preferred.
- Ability to work all shifts (which includes nights, weekends, holidays and split shifts)
- Must not have outside employment that interferes with employment at CTtransit
- Ability to pass DOT physical exam, and pending CDL tests, pre-employment testing and meet the physical requirements of the position
- Must be able to attend training
- Must be able to effectively read, write and comprehend basic English.

**How To Apply:**

Please visit our website at <http://www.cttransit.com/Careers/> to complete the on-line application.

<b>Bus Operators - New Haven</b>	<b>Full-Time</b>	<b>\$21.60/Hour</b>	<b>04/13/17</b>	<b>TBD</b>
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**Department:**

Bus Operators

**Job Description:**

Safely operating transit buses on routes, providing courteous, helpful customer service; collecting fares; following schedules; maintaining excellent attendance and working cooperatively with other employees on the team.

**Examples of Duties:**

Operates transit buses and wheelchair lifts, collects fares and verifies valid passes and identification cards, receives and transmits communications over a two-way radio, coordinates passenger transfers, reports schedule delays, completes and files reports including accidents, detours, vehicle inspections, fares and passes, and other incidents, makes recommendations for safety and route improvements.

**Qualifications:**

- HS Diploma or GED
- At least 21 years old, valid CDL required (Class A or B)
- Endorsements are P and in addition either: S or V or F or A (CDIP Accepted)
- No more than (1) moving violation in the last 3 years
- Minimum (1) year experience in a position requiring excellent customer service skills
- Ability to work all shifts (which includes nights, weekends, holidays and split shifts)
- Must not have outside employment that interferes with employment at CTTRANSIT
- Ability to pass DOT physical exam, and pending CDL tests, pre-employment testing and meet the physical requirements of the position
- Must be able to attend training
- Must be able to effectively read, write and comprehend basic English.

**How To Apply:**

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**Purchasing Representative - Hartford**

**Part-Time**

**Admin C**

**04/13/17**

**TBD**

**Department:**

Purchasing

**Job Description:**

Provides administrative support for the Purchasing Department; completes the ultimate steps of processing invoices.

**Examples of Duties:**

1. Provides final review of invoices before sent to Accounts Payable (A/P) for payment. Creates a checklist of all invoices contained in A/P packages. Creates and updates AFE spreadsheets, verifying that AFEs are within allocated dollar amounts. Completes analysis of all invoicing and entries pertaining to bulk fluids.
2. Provides secretarial and administrative assistant duties for the Purchasing Department, including faxing purchase orders, completes reports (as requested), sets up meetings, copying and distribution, setting up and maintaining departmental files and records of a confidential nature and other related administrative duties some of which are confidential.
3. Manages the in-house office supply room, inventories and fills orders on an as needed basis from co-workers. Stocks Copy Room office supplies on an as needed basis. Oversees the contract for on-site nurse care, setting dates on site and approving invoices.
4. Work cooperatively with all levels of personnel.
5. Attends in-service training, seminars or other opportunities for professional development as made available by CTtransit. Provides training for CTtransit personnel as required. Actively participates in staff meetings, trainings, etc.
6. Has thorough working knowledge of CTtransit policies and procedures.
7. Other duties and responsibilities as assigned.

**Qualifications:**

1. Graduation from High School or attainment of a satisfactory score on the GED exam. Two (2) years of experience, preferably in the fields of accounting or other related work. Experience in the field of accounting and/or accounts receivable/payable is highly desirable.
2. Additional specialized training in secretarial skills, accounting, office computer operations or other relevant areas is a plus and may be substituted for a portion of the work experience requirement.
3. Familiarity and knowledge with excel is an extreme asset. Ability to type clean copy on a computerized word processing program is desirable. Interpersonal and telephone skills are a must.
4. The ability to communicate and work effectively with the general public, outside agencies, private vendors and other employees at all levels throughout CTtransit.
5. Ability to learn procedures that require a high degree of detail, responsibility, accuracy, timeliness and precision.
6. Valid drivers' license and the ability to be insured by our insurance company throughout employment. Individual may be required to travel in the course of their daily work.
7. Proficient in software programs (word processing, spreadsheet and database), Internet applications and utilization of all relevant office equipment. The ability to learn quickly internal software programs. Must be able to handle confidential information.
8. The ability to prioritize projects and to work both independently and in a team environment.
9. A good work record is essential.

**How To Apply:**

Please visit our website at <http://www.cttransit.com/Careers/> to complete the on-line application and attach a cover letter and resume.

<b>Technician 3rd Shift - New Haven</b>	<b>Full-Time</b>	<b>\$29.47/Hour</b>	<b>01/26/17</b>	<b>TBD</b>
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**Department:**

Maintenance

**Job Description:**

Heavy-duty technician (diesel preferred) to perform maintenance on CTtransit's fleet of buses.

**Work Schedule:**

Thursday - Monday - 11:00pm - 7:30am (Wed / Thur off)

**Examples of Duties:**

Duties include to diagnose & correct mechanical problems in hydraulics, electrical systems, A/C, air brakes & bus mechanic systems. Operate buses on property and for road tests, also required to respond to service calls for breakdowns while buses are in service.

**Qualifications:**

High School Diploma/GED, valid driver license (CDL license is required and must be obtained within 90 days of employment) and three (3) years of heavy duty fleet mechanic experience (diesel preferred). Specialized schooling may be substituted for a portion of the work experience.

**How To Apply:**

Please visit our website at <http://www.cttransit.com/Careers/> to complete the on-line application.

<b>Technicians - Hartford</b>	<b>Full-Time</b>	<b>\$29.27/Hour</b>	<b>06/05/15</b>	<b>TBD</b>
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**Department:**

Maintenance

**Job Description:**

Heavy-duty technician (diesel preferred) to perform maintenance on CTtransit's fleet of buses.

**Work Schedule:**

Hours to be determined

**Examples of Duties:**

Duties include to diagnose & correct mechanical problems in hydraulics, electrical systems, A/C, air brakes & bus mechanic systems. Operate buses on property and for road tests, also required to respond to service calls for breakdowns while buses are in service.

**Qualifications:**

High School Diploma/GED, valid driver license (CDL license is required and must be obtained within 90 days of employment) and three (3) years of heavy duty fleet mechanic experience (diesel preferred). Specialized schooling may be substituted for a portion of the work experience.

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