

EMPLOYMENT OPPORTUNITIES



CTtransit
Human Resources Department
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Hartford, CT 06141
860-522-8101
<http://www.cttransit.com/>

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

Employment Opportunities as of Friday, January 27, 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 |
|-----------------------------|-----------|--------|------------|--------------|
| Internal Auditor - Hartford | Full-Time | Exec B | 12/29/16 | TBD |

Department:

General Administration

Job Description:

Responsibilities and authority of the Internal Auditor are established in Policy Bulletin XIX, "Internal Audit Policy and Procedures." This position is responsible to monitor compliance with Company policies, procedures, and administrative controls; to evaluate the effectiveness of procedures and controls; and to perform special research and reviews as directed.

Examples of Duties:

1. Prepares an annual work program for approval by the General Manager identifying specific auditing activities to be performed, including a monthly schedule of planned internal audits. Reports regularly to the General Manager on the status of annual work program activities.
2. Performs special projects, reviews, and audits outside the annual work program as directed by the General Manager and upon request by Assistant General Managers.
3. Examples of internal audit projects includes, but shall not be limited to:
 - Reviews of compliance with Company cash-handling and revenue security procedures.
 - Reviews of compliance with Company purchasing and contracting procedures.
 - Reviews of compliance with Company inventory control procedures.
 - Reviews of fixed asset management by CTtransit departments.
 - Reviews of compliance with procedures for controlling petty cash, gasoline credit cards, employee allowances for tools and uniforms, etc.
 - Reviews to verify inventories of bus parts, fare media, etc.
 - Reviews of compliance with human resources, financial, and in-house claims administration procedures and recordkeeping requirements.
 - Investigations of incidents involving, or potentially involving, theft or mishandling of Company assets and resources.
4. Recommends improvements in Company policies and procedures to improve accountability and control.
5. Prepares written reports documenting his/her findings on a timely basis for each internal audit activity or review. Follows up with the cognizant Assistant General Manager or department head where instances of non-compliance were found.
6. Communicates with outside vendors, agencies, and other institutions as necessary to perform internal audit reviews and activities.
7. Work cooperatively with all levels of personnel.
8. Attends in-service training, seminars or other opportunities for professional development as made available by the Agency. Provides training for Agency personnel as required. Actively participates in staff meetings, trainings, etc.
9. Has thorough working knowledge of Agency policies and procedures.
10. Other duties and responsibilities as assigned.

Qualifications:

1. College degree in accounting or other qualified discipline is required.
2. Minimum five (5) years experience in accounting and/or financial, operational, and management auditing, preferably in the field of public transportation.
3. Knowledge of standard business practices and controls for purchasing and procurements, revenue security, contracting, asset management, accountability, and related functions. Knowledge of generally accepted auditing standards and practices is required.
4. CPA or CIA certification is highly desirable.
5. Ability to travel between CTtransit divisions and to perform internal audit reviews as necessary during all hours of operation.
6. Excellent computer skills are essential for work processing and preparation of spreadsheets and data bases. Individual must be able to learn CTtransit computer systems used for maintenance management, claims, HR, and other functions.
7. Must handle and maintain confidential information.
8. Must be able to work independently with minimal supervision and in a team environment.
9. Excellent communication, interpersonal skills, tact and diplomacy are essential.

10. Valid drivers' license and the ability to be insured by our insurance company throughout employment.
11. Physical ability to drive a Company pool vehicle for travel between divisions and other locations in Connecticut. Physical ability to work in all areas of Company facilities, including service lane and maintenance areas.

How To Apply:

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

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|---|------------------|---------------------|-----------------|------------|
| Parts Clerk 3rd Shift - Hartford | Full-Time | \$21.81/Hour | 01/26/17 | TBD |
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Department:

Maintenance

Job Description:

Duties include staffing the parts counter utilizing bar code equipment, a computer and written manuals. Telephone communications with appropriate departments. Shipping and receiving activities as assigned, pickup and delivering of parts as required and other duties as assigned by Supervisor.

Work Schedule:

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

Qualifications:

1. Minimum possession of a High School Diploma/GED.
2. Three (3) years full time experience as a Parts Clerk.
3. Good general knowledge of bus/truck or automotive parts, components and Mechanical/Electronic system operations.
4. General knowledge of data entry, receiving, transfers and bar coding.
5. Ability to research parts, manuals, computer programs, order and establish parts locations.
6. Good verbal skills and ability to work with people.
7. Valid driver license (CDL license is required and must be obtained within 90 days of employment)
8. Ability to operate a Fork Lift and other shipping equipment. Physically able to load and unload deliveries/shipments.
9. Good written and organization skills to complete and maintain forms, manifests, MSDS sheets and other documents.

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| Planner / Scheduler - New Haven | Full-Time | Admin A | 01/27/17 | 02/12/17 |
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Department:

Planning and Scheduling

Job Description:

Assists the Administrator of Planning & Scheduling with New Haven Division activities. Provides guidance to New Haven Division Traffic Specialists.

Examples of Duties:

1. Investigates and evaluates existing schedules and recommends revisions. Writes, revises, and produces new schedules using Trapeze.
2. Constructs bus operator work schedules and run cutting using the semi-automated and/or automated schedule computer system.
3. Maintains a detailed and thorough knowledge of the bus system and the region. Monitors the bus system for performance and for area of improvement opportunities.
4. Assists in the development of various technical reports including Comprehensive Operational Analysis', individual route analyses, monthly miles and hours, NTD, Title IV, etc...
5. Communicates knowledge of the system, including revisions, problems, and opportunities for improvement to all employees.
6. Compiles and organizes data on passenger load factors, route mileage, schedule time intervals, revenues, service costs, and provides an analysis of this information.
7. Assists with updating and proofing the public timetables. Prepares maps, notices, route descriptions and assists with detour instructions.
8. Communicate with town and city transit representatives where **CTtransit** provides bus service.
9. Responds to customer and employee complaints and suggestions.
10. Assists with all aspects of bus stop management.
11. Participates in the "Service Review" process by preparing and presenting reports on current issues.
12. Uses the following computer programs: Trapeze,, Microsoft, Word, Excel and Outlook.
13. Work cooperatively with all levels of personnel.
14. Attends in-service training, seminars or other opportunities for professional development as made available by the Agency. Provides training for Agency personnel as required. Actively participates in staff meetings, trainings, etc.
15. Has thorough working knowledge of Agency policies and procedures.
16. Other duties and responsibilities as assigned.

Qualifications:

1. Minimum possession of a High School Diploma/GED. Bachelor's Degree from an accredited university with major course work in urban and Transportation Planning or a closely related field. Significant relevant experience in the public transit industry, or a comparable industry, may be substituted for a portion of the education requirement.
2. Two (2) years of transportation experience with emphasis on route planning and/or scheduling is desirable.
3. A working knowledge of personal computer is a must.
4. Ability to work with a large volume of numbers accurately. Knowledge of Trapeze scheduling software is a plus.
5. Knowledge of the New Haven area as well as the CTTRANSIT statewide bus system is desirable.
6. A good work record is essential.
7. 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.
8. 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.
9. The ability to prioritize projects and have excellent communication skills (especially verbal), interpersonal skills, tact and diplomacy. Ability to work both independently and in a team environment.

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| Technician 3rd Shift - New Haven | Full-Time | \$28.76/Hour | 01/26/17 | TBD |
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Department:

Maintenance

Job Description:

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

Work Schedule:

Thursday - Monday - 11:00pm - 7:30am (Tue / Wed 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.

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|-------------------------------|------------------|---------------------|-----------------|------------|
| Technicians - Hartford | Full-Time | \$28.56/Hour | 06/05/15 | TBD |
|-------------------------------|------------------|---------------------|-----------------|------------|

Department:

Maintenance

Job Description:

Heavy-duty technician (diesel preferred) to perform maintenance on CT *transit'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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