



CTtransit  
Human Resources Department  
PO Box 66, 100 Leibert Rd.  
Hartford, CT 06141  
860-522-8101  
<http://www.cttransit.com/>

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

## *Employment Opportunities as of Thursday, May 4, 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
Bus Operators - Hartford	Full-Time	\$21.60/Hour	04/21/17	05/05/17

**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.

Maintenance & Technology Administrative Assistant - Hartford	Full-Time	Admin B	05/03/17	05/09/17
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**Department:**

Maintenance Administration

**Job Description:**

This position performs a variety of secretarial and clerical duties including processing payroll for the Maintenance Services Department. This includes acting as receptionist for the department, developing and maintaining department files and forms, and operating a computer, calculator, and fax machine.

**Work Schedule:**

Sunday - Thursday 7:00am - 3:30pm

**Examples of Duties:**

1. The entering of keycard system updates and weekly payroll information into Timekeeping System.
2. Enter payroll changes, adjustments and process payroll for TimePro and Kronos systems.
3. Update payroll increases, department changes and vacations into timekeeping systems and Asset Works.
4. Type and process job bid sheets.
5. Process Violations and Accident/Incident reports
6. Process and add new hires.
7. Process CDL Medical and CDL Licenses.
8. Preparation and processing of AFE's.
9. Scan files for BS50 Defects and Vault Pulling collection.
10. Process invoices
11. Order office supplies for Maintenance Department.
12. Process shoe allowance.
13. Assists with preparation of course materials for Maintenance Technical Training Program.
14. Assists Superintendent of Facilities to support operation of the Facilities Preventative Maintenance Program.
15. Various other duties including draft and final typing of letters, memos, reports and other materials, some of which are confidential, filing, answering phones, taking notes in meetings, greeting and directing visitors, producing reports, maintaining records, entering data into the maintenance computer system and performing all other duties including Data Entry Operator as needed.
16. Answer phones, filing, greeting visitors, etc.
17. Work cooperatively with all levels of personnel.
18. 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.
19. Has thorough working knowledge of Agency policies and procedures.
20. May be required to work weekends and some holidays as needed.
21. Other duties and responsibilities as assigned.

**Qualifications:**

1. Minimum possession of a High School Diploma/GED.
2. Two (2) years of responsible and varied full-time clerical or secretarial experience with emphasis on record keeping, computer applications and the ability to type at a minimum of 40 wpm.
3. Must have payroll experience (Kronos & TimePro experience is a plus)
4. 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.
5. 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.
6. The ability to prioritize projects, meet occasional difficult deadlines and have excellent communication skills (especially verbal), interpersonal skills, tact and diplomacy. Ability to work both independently and in a team environment.

**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.

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

Maintenance

**Job Description:**

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

**Work Schedule:**

Friday – Tuesday 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:**

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**Technicians - Hartford**

**Full-Time**

**\$29.27/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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