

EMPLOYMENT OPPORTUNITIES



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

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

Employment Opportunities as of Friday, June 16, 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
Building Maintainer 1st Shift - Stamford	Full-Time	\$31.68/Hour	03/10/17	TBD

Department:

Maintenance

Job Description:

Performs tasks in facility maintenance to include inspection, diagnosis, preventative maintenance, repair, replacement and installation of facility equipment. Other duties to include roofing, masonry, painting and carpentry. Emergency call in for repairs and snow removal work may be required. Other appropriate duties as assigned.

Work Schedule:

Tuesday - Saturday 7:00am - 3:30pm (Sun / Mon off)

Qualifications:

1. Five years of experience working in Building Facility Maintenance Full-Time
2. Basic skills and knowledge of facility and mechanic systems including but not limited to HVAC, plumbing, electrical, hydraulic, pneumatic and fluid transfer systems
3. Basic skills in carpentry, painting, masonry and snow plow / snow removal
4. Basic knowledge working with a CMMS (computerized maintenance management system)
5. Good written and organization skills to complete and maintain forms, lists and other documents
6. Basic computer skills
7. Valid and current Commercial Vehicle Drivers License (CDL) with required endorsements (must be obtained within 90 days of employment)
8. A valid CT trade license is a plus and may be taken into consideration
9. Knowledge of bus lift repairs is a plus and may be taken into consideration

How To Apply:

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

Facility Administrative Support (Temp) -Hartford	Temporary	Admin B	06/16/17	06/23/17
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Department:

Maintenance Administration

Job Description:

This is a temporary position that will work independently under the direction of the Director of Facilities or his designee(s). This position is responsible for collecting, entering, and organizing the new building maintenance equipment database in preparation of incorporating a CMMS work order system for H.N.S. Management covering the CTtransit locations at Hartford, Hamden, Stamford and the CTfastrak Stations. This position will last for approximately three (3) to six (6) months.

Work Schedule:

Business hours are Monday - Friday 8:00am - 4:30pm

This temporary position will work 40 hours per week and will last for 3 to 6 months.

Examples of Duties:

1. Work with the Director of Facilities, Building Maintenance Staff, and Contract Manager for CTfastrak to obtain all necessary data on facility equipment such as, but not limited to , HVAC equipment (located interior and exterior), generators, circulator pumps, bus lifts, room location #'s, etc. This equipment may be located in either / any of the following areas: noisy, hot, cold, exterior, roof top, boom lifts, etc.
2. Data Entry of all part numbers, serial numbers, installation information and warranty details for all tiers of Facility Equipment. Data entry may include handwritten notes and / or onsite entry via laptop or tablet equipment.

3. Attend meetings and strategy sessions on building, maintaining and adjusting main database as necessary.
4. Build an equipment warranty database with proper documentation of all warranty work obtained through information onsite or through contact with outside contractors or vendors.
5. Work cooperatively with all levels of personnel
6. Other duties and responsibilities as assigned.

Qualifications:

1. Graduation from high school or satisfactory GED test score. Trade school, vocational, technical training or an appropriate degree in engineering or other related discipline is desirable, but not required. Possession of trade licenses related to building and equipment operations and maintenance is highly desirable, but not required. Background in Facility Asset Management programs is highly desirable, but not required.
2. This position requires a basic knowledge of management and supervisory principles including but not limited to: the ability to prioritize projects; excellent administrative and communication skills (especially verbal), interpersonal skills, tact and diplomacy. Candidate must possess the ability to deal effectively with other CTtransit employees at all levels, outside contractors and vendors. This position also requires the ability to multi task, set realistic priorities, and meet deadlines.
3. Proficient with Microsoft Excel, Google Sheets and Google Drive for proper data collection to be downloaded into the CMMS system. 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.
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 in a Company vehicle.
5. Must be able to meet, at a minimum, all position responsibilities.

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.

Parts Clerk- Hartford

Full-Time

\$22.15/Hour

05/18/17

TBD

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:

Hours and Shift to be determined

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.

How To Apply:

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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:

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

Technicians - Hartford

Full-Time

\$29.27/Hour

06/01/2017

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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