



Jeremy Peterson
Chief Executive Officer

Erie Metropolitan Transit Authority
127 East 14th Street
Erie, Pennsylvania 16503

Seeking motivated individuals looking to build a highly rewarding, long lasting career with top-tier benefits, paid training, competitive wages and fast progression. EMTA LIFT operators are an important and valuable asset to Erie County, working to provide transportation to one of Erie's most venerable populations. LIFT operators are responsible for paratransit-shared rides for those who are unable to manage their own mobility needs.

Minimum requirements: maintaining drivers license (regular class C), clean MVR, driving safely, data collection, passenger assistance, conduct passenger relations, communicating on the radio, maintain equipment, and conducting oneself in a courteous and professional manner.

- EDUCATION: High school diploma or GED, preferred
- EXPERIENCE: Driving experience 3+ years Driving experience, Commercial Drivers' License with P endorsement (if applicable), Clean MVR driving record

This position is covered by a collective bargaining agreement with the A. T. U. Local 568 and any and all applicable Company and regulatory agencies policies and procedures.

- CURRENT negotiated Starting wage is \$20.28/hourly. 2 pay raises each year until max rate is achieved at \$25.98/hr.

DUTIES AND RESPONSIBILITIES:

The essential functions of the job include but are not limited to the following. EMTA reserves the right to modify this job description at any time.

- DRIVING:
 - Must maintain regular driver license, clean MVR, and/or immediately inform management of any changes to your licensure status that are intrinsic to your employment
 - Maintain driver and traffic knowledge
 - Know **and/or learn** vehicle control and procedures
 - Implement traffic perceptual skills
 - Collection of Money
 - Be aware of environmental dangers
- DATA COLLECTION:
 - Record **vehicle & passenger** data
 - Maintain driver manifest
- PASSENGER ASSISTANCE **& RELATIONS:**
 - Loading, maneuvering, and securing wheelchairs



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- Assist when requested for blind, elderly, deaf, cognitive disability, service animals or customers in general
- Communication & interpersonal skills
- SPECIAL REQUIREMENTS OR ABILITY TO LEARN:
 - Computer literate, including word processing
 - Commercial Drivers' License (if applicable)
 - Broad knowledge of PA State driving laws
 - Ability to read or learn to read maps
 - Routing and Transfer Points
 - EQUIPMENT UTILIZED (TRAINING OFFERED):
 - Personal computer or electronic devices
 - Digital camera, video, and overhead equipment
 - Radio system
 - Class C bus (as applicable)
 - Hydraulic lift equipment and passenger restraint systems
 - RADIO COMMUNICATIONS (TRAINING OFFERED):
 - Courteously communicate with dispatch when required and as needed
 - MAINTAIN EQUIPMENT (TRAINING OFFERED):
 - Pre-trip and Post-trip inspection, including visual inspection, under the hood, bumpers, tires, and seat belts
 - Advise maintenance of any equipment problems
 - ADDITIONAL DRIVER RESPONSIBILITIES:
 - Safety and Security training, compliance and reporting
 - Drivers are to advise the Dispatchers in relation to street traffic conditions (detours, etc.) in accordance with posted
 - Comply with regulations and company policies as applicable to position
 - Mandatory participation in DOT drug and alcohol testing program
 - Contribute to a harassment free workplace
 - TAPCO, Penn Train, PPTA, SAFTI or other applicable training
 - Ecolane and any electronic hardware, software, or device as applicable
 - Perform other duties as assigned that are intrinsic to the successful operation of the Authority

Telephone: (814) 459-4287 • Fax: (814) 240-3589 • www.ride-the-e.com



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- PROFESSIONAL CONDUCT:
 - Maintain a polite and courteous attitude
 - Good verbal and written communication skills
 - Good organization and time management skills
 - Strong analytical skills to problem-solve and arrive at decisions; self-motivated
 - Maintain good attitude, must interface positively with LIFT staff members
 - Polite and courteous, must maintain a positive interface with customers and clientele
- POSITION DIMENSIONS:
 - Number of employees directly supervised: 0
- POSITION PHYSICAL REQUIREMENT:
 - Lifting 0-75 Pounds Frequently 6-8 Hours
 - Standing Occasional >0-3 Hours
 - Walking Frequently 6-8 Hours
 - Sitting Frequently 6-8 Hours
 - Bending/Standing Occasional >0-3 Hours
 - Moving/Pushing/Pulling Frequently 6-8 Hours
 - Grasping/Holding with Hands Frequently 6-8 Hours
 - Driving LIFT BUS Frequently 6-8 Hours
 - Push/pull occupied wheelchairs weighing up to 850 pounds Occasional >0-3 Hours

PROBATIONARY PERIOD:

A person newly hired to this position will receive a 120-day temporary or probationary period unless otherwise specified in writing upon hiring. At the end of the probationary period, the person will be reviewed in writing by management and either pass the probationary status, be terminated or, at the discretion of management, have the temporary/probationary status extended an additional 120 days. Evaluation of performance during the probationary status will be based on adequate performance of the job functions identified above. This clause is subject to any applicable union contractual agreements affecting position.

IMPORTANT DISCLAIMER

In order to be considered for a position with the EMTA you must be able to meet the mandatory qualifications. You must possess a high school diploma or GED,

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preferred, acceptable MVR, pass a physical including a drug/alcohol screen, criminal record check and the ability to obtain your ACT 33 and 34 clearances.

Employees must follow HIPAA regulations and guidelines. Drivers must be 24 years old.

In compliance with the Americans Disabilities Act, EMTA will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective employees and incumbents to discuss accommodations with the EMTA.

Become a professional driver and starting a lasting career behind the wheel today!