



Jeremy Peterson  
Chief Executive Officer

Erie Metropolitan Transit Authority  
127 East 14<sup>th</sup> Street  
Erie, Pennsylvania 16503

## Job Details

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Job Location - HQ - Erie, PA  
Position Type - Part Time  
Education Level - High School  
Travel Percentage - None  
Job Shift - Day  
Job Category - Transportation

## Description

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Purpose: To provide timely transportation service to our customer throughout Erie County and to develop and maintain good customer relations.

Part time hours after completion of training: Monday - Friday 130pm - 630pm

Training will be completed during normal operating hours and may vary.

### **Duties and Responsibilities:**

1. Communicate dispatch orders by radio and electronic devices; reschedule routes as required to provide better service.
2. Inform drivers of road closings, bad weather, emergency closings, etc.
3. Take customer complaints and resolve problems for customers with service coordination.
4. Monitor radio and electronic messages for emergencies and respond as required.
5. Daily monitor drivers' electronic logs for accuracy and completeness; account for daily cash receipts and balance Cash Reconciliation Sheet.
6. Schedule routes as necessary.
7. Enter and maintain driver information in computer database.
8. Ability to learn and understand the EcoLane scheduling dispatch system (PennDOT requirement).
9. Must be able to occasionally travel out of town for required training.

### **SPECIAL REQUIREMENTS:**

1. Adaptable- work may be a rotating schedule.
2. Excellent verbal and written communication skills.
3. Good organization and time management skills.
4. Strong interpersonal skills.
5. Computer literate, including word processing and spreadsheet programs, and ability to learn new programs.
6. Strong analytical skills to problem-solve and arrive at decisions; self motivated.
7. Knowledge of the lay of Erie County and the ability to read maps/GPS.

**Telephone: (814) 459-4287 • Fax: (814) 455-0071 • [www.ride-the-e.com](http://www.ride-the-e.com)**



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**REPORTS PREPARED:**

1. Data Collection and reporting as necessary.
2. Reasonable suspicion determination for staff.
3. Conduct and complete accident investigations.

**INTERFACE:**

1. INTERNAL: Must interface positively with all EMTA employees.
2. EXTERNAL: Must maintain positive interface with customers, vendors, suppliers.

**QUALIFICATIONS:**

1. Education: High school diploma or GED required.
2. Experience: Must have 3 years driving experience.

**EQUIPMENT UTILIZED:**

1. Personal Computer
2. Communications radio
3. Office equipment, such as copier, fax, telephone, etc.

**Position DIMENSIONS:**

1. Number of employees supervised will vary.

**POSITION PHYSICAL REQUIREMENTS:**

1. Lifting 0-20 pounds occasional 0-3 hours.
2. Standing often 3-6 hours.
3. Walking often 3-6 hours.
4. Sitting frequently 6-8 hours.
5. Bending/Standing occasional 0-3 hours.
6. Moving/Pushing/Pulling occasional 0-3 hours.
7. Grasping/Holding with hands occasional 0-3 hours.
8. Driving car occasional 0-3 hours.

**IN ORDER TO BE CONSIDERED FOR THIS POSITION YOU MUST COMPLETE THE APPLICATION IN ITS ENTIRETY AND SIGN THE FOLLOWING FORMS:**

1. Drug and alcohol testing
2. Motor Vehicle record authorization form
3. Request for information from previous employer
4. First Contact Authorization form for background check.

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### **IMPORTANT DISCLAIMER**

In order to be considered for a position with EMTA, you must be able to meet the mandatory qualifications. You must possess a valid PA Class C Driver's License or a CDL (if applicable), have a GED or High School diploma, have a clean MVR, pass a DOT physical including a drug/alcohol screening, pass a criminal background check and have the ability to obtain your Act 33/34 clearances.

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

**NOTE:** EMTA reserves the right to modify this job description at any time. EMTA is an EEO employer.

## Qualifications

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### **QUALIFICATIONS:**

**EDUCATION** High school diploma or GED. **EXPERIENCE** Experience as a driver preferred.

### **EQUIPMENT UTILIZED:**

Personal computer  
Communications radio  
Office equipment, such as copier, fax, telephone, etc.

### **POSITION DIMENSIONS:**

Number of employees directly supervised: 0

### **POSITION PHYSICAL REQUIREMENT:**

Lifting 0-20 Pounds Occasional >0-3 Hours Standing Often 3-6 Hours  
Walking Often 3-6 Hours Sitting Frequently 6-8 Hours  
Bending/Standing Occasional >0-3 Hours Moving/Pushing/Pulling Occasional >0-3 Hours  
Grasping/Holding with Hands Occasional >0-3 Hours Driving CAR Occasional >0-3 Hours

### **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 PA Class C Driver's License or a CDL (CDL if applicable), high school diploma or GED, 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.

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