



Title: Route Checker

FLSA Status: Non-Exempt

BRIEF DESCRIPTION:

The purpose of this position is to collect ridership data on bus and light rail vehicles for the Federal Transit Administration and National Transit databases. This is accomplished by observing and recording passenger counts on the day-to-day operations of buses and light rail vehicles and conducting various other surveys. Other duties may include reviewing paperwork, providing feedback on service related issues, and assisting in the training of new route check employees.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	(L) Light Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	(M) Medium Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	(H) Heavy Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	(V) Very Heavy Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.
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#	Code	Essential Functions	% of Time
1	L	Conducts data collection on-board bus and light rail vehicles by recording passenger counts, arrival and departure times at designated stops and schedule adherence as well as conducting passenger surveys regarding service changes.	90%
2	L	Provides administrative support by reviewing forms for completeness and verifying signatures, performing data entry and may assist in training new employees as needed.	10%

JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Work requires the knowledge and ability to read and understand written instructions, basic operational, technical or office processes, and the routine operation of machines. Level of knowledge is equivalent to four (4) years of high school or equivalent. Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.
Experience	No experience is required; however some experience in customer service or transit is desirable.
Supervision	Job has no responsibility for the direction or supervision of others.
Human	Work requires regular interaction involving exchange and receipt of



Collaboration Skills	information.
Freedom to Act	The employee normally performs the duty assignment after receiving detailed instructions as to methods, procedures, and desired end results with little room for deviation. The immediate supervisor may, at times, provide close and constant review.
Technical Skills	Basic: Work requires the use of standard technical skills appropriate to the work environment of the organization.
Budget Responsibility	Position has no fiscal responsibility.
Reading	Basic - Ability to recognize meaning of common two- or three-syllable words. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Math	Basic - Ability to perform the four basic arithmetic operations (addition, subtraction, multiplication, division). Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Writing	Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Must pass a Department of Justice criminal background check.

KNOWLEDGE
<ul style="list-style-type: none"> • Correct English usage. • District's routes, schedules and fare policies.

SKILLS
<ul style="list-style-type: none"> • Basic word processing, spreadsheet, presentation and database software. • Specialized software related to functional area.

ABILITIES
<ul style="list-style-type: none"> • Follow oral and written instructions. • Identify stop locations. • Record numbers accurately and legibly. • Perform arithmetic quickly and accurately. • Ability to apply rules, regulations, policies and procedures applicable to



assignment.

- Proofread names, numbers, codes and symbols.
- Sort alphabetically and numerically.
- Perform data entry through designated computer system.
- Work a variety of shift hours.
- Communicate clearly.
- Learn District's routes, schedules and fare policies.
- Read digital watch and convert to military time.
- Prioritize and deal with conflicting workload requirements.
- Handle all internal and external contacts with courtesy, diplomacy, and tact.
- Learn departmental systems and methods.
- Apply customer service skills, representing the District in a positive way.



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-

Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Continuously 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	C	Observing work site; observing work duties; communicating with co-workers
Sitting	O	
Walking	F	To other departments/offices; around work site
Lifting	F	Supplies; equipment; files
Carrying	F	Supplies; files
Pushing/Pulling	N	
Reaching	R	For supplies
Handling	C	Paperwork
Fine Dexterity	O	Calculator
Kneeling	N	
Crouching	N	
Crawling	N	
Bending	N	
Twisting	F	Getting inside vehicle
Climbing	F	Stairs; onto equipment
Balancing	F	On equipment
Vision	C	Reading; observing work site
Hearing	F	Communicating via telephone/radio; to co-workers/public
Talking	O	Communicating via telephone/radio; to co-workers/public
Foot Controls	N	
Other (specified if applicable)		None.

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Pencils, paper, calculator, clipboard, watch



ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	R
Physical Danger or Abuse	R
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	S
Noise and Vibration	W
Wetness/Humidity	S
Physical Hazards	N

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	R
Frequent Change of Tasks	R
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	R
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 2 below)	N/A

(2) N/A

PRIMARY WORK LOCATION:

Office Environment		Vehicle	X
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.