



Promotion Opportunity!
Internal Job Posting
MTA NEEDS ONE LEAD DRIVER

DRIVERS ~ ARE YOU READY FOR THE NEXT STEP IN YOUR CAREER?

**IF YES, THEN THIS IS YOUR OPPORTUNITY TO EXPAND UPON YOUR SKILLS
& RECEIVE SUPERVISORY LEVEL TRAINING!**

Internal Posting – 5 Business Days

Status: Full-Time, Hourly, Represented

Salary: Current Hourly Rate +\$3.00 per Hour

This is Your Chance to:

Help create a work environment that embraces and appreciates diversity; treat others fairly without regard to race, sex, color, religion, or sexual orientation; recognize differences as opportunities to learn and grow by working together; establish and maintain constructive relationships; work to preserve the self-confidence and self-esteem of others; focus on the situation, issue or behavior, not the person; take initiative to make things better; model appropriate behavior for others.

What is the Role of the Lead Driver?

Lead Drivers will assist Supervisors to coach, plan and coordinate activities to monitor, evaluate, control and maintain the quality of providing the safe operation of motor vehicles, passenger assistance and customer service, radio operations, recordkeeping and adherence to all applicable laws. This position requires the ability to consistently display sound judgment that results in decisions that promote positive and professional relationships with passengers and other team members, and that place the agency in the best possible light.

This position will work on the extra board and need to be able to work Monday thru Saturday, opening or closing shifts.

In Addition to Driver duties, What Else is Required of a Lead Driver?

- Provide assistance to the Safety and Training Supervisor with route training to new drivers.
- Provide daily direction and communication to team members so that driver questions are answered in a timely, efficient and knowledgeable manner.
- Provide continual evaluation of processes and procedures. Responsible for suggesting methods to improve area operations, efficiency and service to both internal and external customers.
- Ensure team members have appropriate training and other resources to perform their jobs.
- Create and maintain a high-quality work environment so team members are motivated to perform at their highest level.
- Assist the Supervisors with daily operation to include the development, training, scheduling and reward/recognition programs.
- Maintain appropriate operations records and reports, as required.
- Participate in route schedule planning and design.
- Conduct and document "Access Checks" on customer pick up and drop off locations.
- Assist in accident investigations and recovery events.



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- Conduct ride-a-longs with new drivers to improve skills.
 - Participate in the hiring process for new drivers.
 - Make appropriate reports to local emergency services/law enforcement agencies.
 - Use appropriate judgment in upward communication regarding driver or employee concerns.
 - Provide oversight on the ramp at T-CC to educate customers on policies and procedures and coach drivers arriving and departing.

What Does it Take to be a Lead Driver?

- Two years of work experience as a MTA driver.
- Good computer skills, including proficiency in Outlook, Word and Excel;
- Experience in multi-tasking, managing short deadlines and working independently in a fast-paced environment with strong attention to detail.
- Excellent communication skills – both verbal and written.
- Above average attendance record.
- General knowledge of Mason County geographical area.
- Demonstrate an excellent driving record, documented by a 5-year driving record obtained from state of licensure. Criteria includes having no moving violations within the last 5 years, no more than 2 accidents (at fault or not at fault) within the last 5 years, no DUI's, or revocation of license within the last 10 years.
- A valid CDL with passenger endorsement and air brake restriction removed.
- Experience in providing excellent customer service.

For a complete job description, see LeeAnn McNulty, Administrative Services Manager.

HOW TO APPLY:

Submit a letter of interest to: LeeAnn McNulty, Administrative Services Manager

SELECTION PROCESS:

Applicants, who in the judgment of the Administrative Services Manager, most closely meet the requirements of the position, may be invited to an oral review panel. It is the responsibility of the applicant to supply sufficient information and detail on their application materials to permit the Agency to properly evaluate their qualifications and abilities as they relate to the position. Recruitment is open until filled. MTA reserves the right and may exercise the option to make a hiring decision at any time. Candidate evaluation will be ongoing.

Mason Transit Authority is an equal opportunity employer and does not unlawfully discriminate on the basis of race, gender, wage, color, religion, national origin, marital status, veteran's status, disability status, sexual orientation, or any other basis prohibited by federal, state, or local law.

Mason Transit Authority follows the requirements of the "Fair Chance Act," RCW 49. We will not inquire about prior arrests and convictions until after we determine an applicant is otherwise qualified for the position for which the applicant applied, except as allowed under RCW 49. There are specific exemptions for applicants working with children under 18 years of age, or vulnerable persons, certain financial institutions, law enforcement, and volunteers.