



CTtransit
 Human Resources Department
 PO Box 66, 100 Leibert Rd.
 Hartford, CT 06141
 860-522-8101
<http://www.cttransit.com/>

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

Employment Opportunities as of Monday October 1st, 2019

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	Filing Date
Technician - 2nd Shift	Full-Time	\$31.15/Hour	10/01/19	10/15/19

Department:

Maintenance

Job Description:

Heavy-duty technician (diesel preferred) to perform maintenance on CTtransit's fleet of buses.

Work Schedule:

Sunday 12:30 pm - 9:00 pm, Monday - Thursday 3:00 pm - 11:30 pm, Friday/Saturday 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, must be at least 21 years of age, 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:

Visit our website at <http://www.cttransit.com/Careers/> and complete the on-line application.

Technicians - Hartford	Full-Time	\$30.90/Hour	05/20/19	TBD
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Department:

Maintenance

Job Description:

Heavy-duty technician (diesel preferred) to perform maintenance on CTtransit's fleet of buses.

Work Schedule:

Shifts and schedules 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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Transportation Planner I**Full-Time****Admin A****10/01/19****10/29/19****Department:**

Planning and Scheduling

Job Description:

Transportation Planners are responsible for routine service monitoring & analysis and the development & implementation of periodic route & schedule adjustments for the *CTtransit* statewide bus system and the *CTfastrak* bus rapid transit system.

Examples of Duties:

- Assists in compiling and analyzing ridership and on-time performance data. Produces appropriate routine and on-demand planning reports.
- Investigate service requests and opportunities for improvement, including cost estimation and fleet & manpower projections.
- Assess impact of major traffic generators and roadway improvement projects on current & future transit operations.
- Assists with service analysis and design, including comprehensive operational analysis, individual route analysis and new service development.
- Assists in the construction of transit service schedules and bus operator work schedules including run cutting using automated & manual methods.
- Assists with the management of ITS products including automated headsign control and internal/external announcements.
- Assists in the development of various technical reports including monthly miles & hours, National Transit Database, Title VI compliance, service equity analysis, etc.
- Assists with all aspects of bus stop management and maintenance.
- Maintains professional contact with representatives of the cities & towns where *CTtransit* provides bus service and with representatives of neighboring bus & rail systems.
- Assists in the development of customer information products including public timetables and service change notifications.
- Work cooperatively with all levels of personnel.
- Attends in-service training, seminars or other opportunities for professional development as made available by the Agency. Provides training for Agency personnel as required. Actively participates in staff meetings, trainings, etc.
- Has thorough working knowledge of Agency policies and procedures.
- Other duties and responsibilities as assigned.

Qualifications:

1. Bachelor's Degree from an accredited college or university with major course work in Urban Studies, Regional Planning, Geography, Public Policy, Political Science or a closely related field is preferred. Highly-relevant experience in public transportation, regional planning, or a similar industry may be substituted for a portion of the education requirement.
2. Two (2) years of transportation experience with emphasis on route planning, scheduling or transit operations. An appropriate college degree may be substituted for a portion of the experience requirement.
3. Excellent mathematical skills and the ability to work with a large volume of numbers accurately.
4. Knowledge of transit scheduling software is a plus. Knowledge of GIS applications is desirable. Prior experience with Trapeze software products (FX, BlockBuster, TransitMaster, Ops) is highly desirable.
5. Knowledge of the local *CTtransit* Hartford, New Haven or Stamford service area. Knowledge of Connecticut's statewide transportation network is desirable.
6. Familiarity with ITS applications and other public transit technologies including AVL and APCs is desired.
7. Valid drivers' license and the ability to be insured by our insurance company throughout employment. In-state travel is required on a regular basis.
8. Proficient computer skills are essential, including Microsoft Office software suite (Word, Excel, Access), internet applications and utilization of all relevant office equipment. The ability to quickly learn industry-specific software is essential. Must be able to handle confidential information.
9. Ability to prioritize multiple complex projects. Excellent communication skills (written & verbal), interpersonal skills, tact and diplomacy. Ability to work both independently and in a team environment.
10. A good work record is essential.

How To Apply:

Please visit our website at <http://www.cttransit.com/Careers/> to complete the on-line application. **Please attach a cover letter to include salary requirements along with a resume and a relevant writing sample.**