



TROLLEY DEPARTMENT ASSISTANT POSITION DESCRIPTION

GENERAL PURPOSE

Assists the Transportation Superintendent with the weekend operations of the City of Deadwood trolley system.

SUPERVISION RECEIVED

Works under the general supervision of the Transportation Superintendent and Parking and Transportation Director.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include, but are not limited to:

Assists with scheduling daily and special routes during normal operations and special events.

Assists with scheduling drivers' shifts and drives fill-in on weekends.

Performs administrative duties that include keeping accurate records of operations, maintenance and advertising of trolley schedules.

Responsible for collection and reporting of trolley fares and deposit the same at City Hall.

Performs other duties as assigned.

On call during hours of weekend trolley operation.

Fuels the trolleys and assists with cleaning or moving trolleys for cleaning.

ADDITIONAL DUTIES

Duties as assigned

DESIRED MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE

- High School Diploma or GED equivalent.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of traffic laws and defensive driving.

Skill in operation of listed tools and equipment.

Ability to safely drive a trolley.

Ability to establish and maintain effective relationships with employees, supervisors, and the general public.

Ability to communicate effectively.

SPECIAL REQUIREMENTS

Valid South Dakota Commercial Driver's License (CDL) or ability to obtain one with passenger endorsement.

Skill in First Aid and CPR.

TOOLS AND EQUIPMENT USED

Personal computer, including Office Suite software; calculator; copy machine; phone; mobile or portable radio; automobile and trolley.

PHYSICAL DEMANDS

The physical demands described here are respectively those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must be able to sit for long durations. The employee must be able to lift or move. Specific vision abilities required for this job include close, distant, color, peripheral vision, depth perception and ability to focus.

WORK ENVIRONMENT

Lighting: natural or fluorescent

Space: Open spaces or small spaces for installation, maintenance

Temperature: hot or cold temperatures may be encountered

Flooring: concrete, tile, carpet, dirt

Lifting: frequently over 25 pounds.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works outside in all types of weather conditions and is exposed to wet, hot, humid, cold conditions, dust or certain airborne particles.

The noise level in the work environment is usually moderate.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interviews and reference check; job related test may be required.

Nomination by the employee's department head, supervisor, or City Commissioner.

The job description does not constitute an employment agreement between employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Functional Job Description

DATE: _____

Position: _____ Trolley Department Assistant _____

Employee Name: _____

Physician Approval: _____

Date Developed: 05/15/2017 Revisions: _____

PHYSICAL DEMANDS

Note: In terms of an eight hour

ACTIVITY	HOURS AT ONE TIME	TOTAL IN AN 4 - 5 HOUR DAY	COMMENTS
Sit	1	1	
Stand	< 3	<3	
Walk	< 1	<1	

Occasionally = 1% - 33% Frequently = 34% - 66% Continuously = 67% - 100%

ACTIVITY	NON E	OCCASION AL	FREQUENT LY	CONTINUOUS LY	COMMENTS
Bend/Stoop		X			
Squat		X			
Crawl		X			Go Under Trolley
Climb		X			
Reach			X		May assist passengers on/off trolley. SERVICE WORK
Reach above shoulder level		X			
Crouch		X			
Kneel		X			
Balance		X			

Push/Pull			X		Assist wheelchair patrons onto trolley
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Physical Demands

ACTIVITY	MAXIMUM	FREQUENTLY	CONTINUOUSLY	COMMENTS
Carry (pounds)	25 pounds			Moving trolley vaults
Lift (pounds)	25 pounds			

ACTIVITY	RIGHT	LEFT	COMMENTS
Use of foot controls.	X	X	CDL License
Simple hand grasping	X	X	
Firm hand grasping	X	X	
Fine manipulating	X	X	

SENSORY PERCEPTIONS

ITEM	YES	NO	COMMENTS
Hearing: Less than 40db loss @ 500 Hz, 1000 Hz, and 2000 Hz with or without correction. Ability to receive detailed information through oral communication, and to make fine discriminations in sounds, such as when making fine adjustments on machined parts.	X		
Color Perception	X		
Depth Perception	X		
Less than arm's length work.	X		
70 ° field of vision.	X		
Potential Safety hazard.	N/A		
Requires protective clothing or personal protective devices.		X	

Correctable vision to 20/40 Near/Far	X		
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ESSENTIAL FUNCTIONS

WORKING CONDITIONS	YES	NO	COMMENTS
Worker is subject to inside environmental conditions; protection from weather conditions but not necessarily from temperature changes.	X		
The worker is subject to outside environmental conditions; no effective protection from weather.	X		
The worker is subject to both environmental conditions; activities occur inside and outside.	X		
Worker is subject to extreme cold, temperatures below 32° for periods of more than one hour.		X	
Worker is subject to extreme heat, temperatures above 100° for periods of more than one hour.		X	
Worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.	X		
Worker is subject to vibration, exposure to oscillating movements of the extremities or whole body		X	
Worker is subject to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on high places, exposure to heat or chemicals.		X	
Worker is subject to atmospheric conditions; one or more of the following conditions that affect the respiratory system or the skin: fumes, odors, dusts, mists, gases, or poor ventilation.		X	Occasional dust if window is left down.
Worker is subject to oils. There is air and/or skin exposure to oils and other cutting fluids.		X	
Worker is subject to scheduled overtime.		X	
Worker is subject to unscheduled overtime.		X	

Worker is subject to emergency situations involving hazards, elements, and limited response time, creating stressful situations.	X		
Worker is subject to night work hours.	X		

MENTAL DEMANDS

MENTAL DEMANDS	YES	NO	INTENSITY/COMMENTS
Public Contact:			
Routine	X		
Complaint	X		
Emergency	X		
Handling Conflict	X		
Handling multiple priorities	X		
Make decisions with limited information.	X		
Make non-routine or unexpected judgments.	X		
Operate in absence of clear expectations or procedures.	X		
Operate under short time frames; deadlines	X		
Serious consequences of error.	X		
Use of tact and diplomacy.	X		
Reasoning:			
Apply procedure	X		
Develop new procedure	X		
Information ordering: arrange things or actions in a certain order.	X		
Visualization: imagining how something will work.	X		
Comparison of letters, numbers, or patterns quickly and accurately.	X		
Communication Skills:			
Develop written communications requiring grammar skills.	X		
Interact with customers on an explanatory basis.	X		
Interact with groups of people.	X		
Math Skills:			
Basic skills of addition, subtraction, and multiplication.	X		
Advanced math skills.		X	
Reading Skills:			
Basic instructions material	X		
Technical information	X		

Other			
Other.			

**JOB DESCRIPTION EMPLOYEE AGREEMENT
for Trolley Department Assistant**

I, _____, have read and understand that the duties listed above are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from this position if the work is similar, related or a logical assignment to the position.

Employee Signature

Date