

041251b

CITY OF GAINESVILLE
JOB DESCRIPTION

TITLE CODE 2319
12/1/94

PLANNING ASSISTANT

NATURE OF WORK

Professional planning work assisting planners in developing factual information and maintaining property records and maps required for City-wide planning and zoning.

CLASSIFICATION STANDARDS

Positions allocated to this classification report to a designated supervisor and work under limited supervision. Work in this class is distinguished from higher classes by its lack of administrative responsibility and from lower classes by its emphasis on maintaining property records and maps.

EXAMPLES OF WORK**

ESSENTIAL JOB FUNCTIONS

Participates in field surveys and photographic work to secure varied planning data including land use, population density, housing conditions, and availability of community facilities. Records data for computer manipulation.

Prepares survey and research findings in graphic, pictorial, cartographic, and technical drawing form. Traces drawings and uses standard drafting techniques to prepare drawings, plats, and maps. Uses microcomputer spreadsheets, databases, and GIS/CAD tools to perform these tasks.

Assists in preparing layouts, illustrations, paste-ups, scale models, renderings, and cover designs using computer.

Attends work on continuous and regular basis.

NON-ESSENTIAL JOB FUNCTIONS

Determines legal description of lots and acreage from deeds, wills, plats, detailed maps, right-of-way dedications, and other records. Prepares proper legal descriptions to be given parcels involved.

Inspects and examines varied public records to find definite information regarding land titles or to understand ownership of a given parcel of land.

Assists in preparing studies and reports related to the City planning program.

May act in absence of supervisor.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in geography, graphics, design, or related field and one year experience; or, any equivalent combination of education and experience.

LICENSES/CERTIFICATES

Valid Florida Driver's License required.

NOTES

Work may require performance of tasks outdoors under varying climatic conditions.

SELECTION FACTORS

Knowledge of illustration, cover design, handlettering, drafting, and cartographic design.

Knowledge of computers and relevant software.

Knowledge of legal descriptions and documents.

Knowledge of higher mathematics, including geometry.

Knowledge of sources and availability of related information.

Ability to communicate effectively, both orally and in writing.

Ability to work effectively with co-workers and the general public.

Ability to conduct photographic field surveys, site analysis, and field checks.

Human Resources Department: Signed original on file in Human Resources / _____

Date

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REVISION DATE: 12/1/94

GIS SPECIALIST - PLANNING

NATURE OF WORK

Professional GIS position creating and maintaining geographic databases to enhance the ability of Community development and other departments. GIS databases are utilized to create maps and reports for staff support departments.

CLASSIFICATION STANDARDS

Positions allocated to this classification report to a designated supervisor and work under limited supervision. Work in this class is distinguished from higher classes by its lack of administrative responsibility and from lower classes by its emphasis on maintaining property records and maps.

EXAMPLES OF WORK**

ESSENTIAL JOB FUNCTIONS

- Designs and produces thematic and reference maps requested using GIS techniques and equipment.
- Updates geographic databases as geographic features change in area.
- Monitors GIS data with regards to integrity of files, positional and dimensional accuracy and documentation.
- Provides general information to public concerning Land Development Codes and Future Land Use Element of the Comprehensive Plan.
- Analyzes GIS issues that relate to problem solving, software, hardware enhancement and customizations, Proposes and recommends solutions as appropriate.
- Attends work on continuous and regular basis.

NON-ESSENTIAL JOB FUNCTIONS

- Determines legal description of lots and acreage from deeds, wills, plats, detailed maps, right-of-way dedications, and other records. Prepares proper legal descriptions to be given parcels involved.
- Inspects and examines varied public records to find definite information regarding land titles or to understand ownership of a given parcel of land.
- Assists in preparing studies and reports related to the City planning program.
- Transfers data from non-digital sources to GIS digital formats
- Provides assistance to others regarding GIS products services, printing and spatial databases.

- May act in absence of supervisor.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in geography, graphics, design, or related field and one year experience; or, any equivalent combination of education and experience.

LICENSES/CERTIFICATES

Valid Florida Driver's License required.

NOTES

Work may require performance of tasks outdoors under varying climatic conditions.

SELECTION FACTORS

- Knowledge of illustration, cover design, handlettering, drafting, and cartographic design.
- Knowledge of computers and relevant software.
- Knowledge of legal descriptions and documents.
- Knowledge of higher mathematics, including geometry.
- Knowledge of sources and availability of related information.
- Ability to communicate effectively, both orally and in writing.
- Ability to work effectively with co-workers and the general public.
- Ability to conduct photographic field surveys, site analysis, and field checks.

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REVISION DATE: 12/1/94

TRANSIT SUPERVISOR

NATURE OF WORK

This is managerial and technical work directing employees and implementing operating policies, procedures, and activities in the City Transit System.

CLASSIFICATION STANDARDS

Positions allocated to this classification report to a designated supervisor and work under general supervision. Work in this class is distinguished from higher classes by the limited scope of its management responsibility and from lower classes by its supervisory responsibility.

EXAMPLES OF WORK**

ESSENTIAL JOB FUNCTIONS

Directs and manages daily activities of the City's mini and main bus programs.

Serves as customer service representative for RTS.

Supervises drivers and schedules routes. Receives and schedules individual and group appointments for mini-bus service.

Distributes daily work schedules.

Dispatches drivers and assigns or reassigns work to operators.

Monitors schedules and surveys bus routes to ensure compliance.

Provides for and conducts training sessions for subordinates.

Ensures subordinates have the necessary training and equipment to perform assigned duties safely.

Evaluates operators' performance and efficiency and initiates disciplinary action as needed.

Investigates accidents and public complaints and prepares reports.

Maintains various records and files.

Prepares detailed records and reports in a timely manner.

Answers phones and handles radio dispatch.

Attends work on continuous and regular basis.

NON-ESSENTIAL JOB FUNCTIONS

Operates bus during temporary driver shortages.

Performs other related duties as assigned..

MINIMUM QUALIFICATIONS

Graduation from high school or possession of an acceptable equivalency diploma, and two years college level work in business administration, urban transportation, planning, or related subject, and two years mass transportation experience, including supervisory experience, or any equivalent combination of education and experience.

LICENSES/CERTIFICATES

1A CDL instructional permit may be required at the time of appointment and a CDL License may be required within six months of date of appointment (depending on job assignment and work location).*

or

2A CDL License may be required at the time of appointment (depending on job assignment and work location).*

* Information on whether or not a CDL license (and which class: A, B, or C) is required, will be provided by the hiring department based on the specific vehicle(s) which may be required to be driven in the particular job assignment.

Note: CDL-classified vehicles which are not driven on public roadways do not require a CDL license.

NOTES

Pre-employment medical examination required, including satisfactory drug screening.

SELECTION FACTORS

Thorough knowledge of main and mini-bus services and operations.

Knowledge of vehicle maintenance requirements.

Knowledge of laws, rules, and regulations relating to operation of public transportation services.

Ability to plan, direct, and supervise work of others.

Ability to keep records and prepare reports.

Ability to communicate effectively, both orally and in writing.

Ability to work effectively with coworkers and the general public.

Ability to conduct on-the-job and classroom training sessions.

Human Resources Department: (Signed original on file in Human Resources) _____ / _____

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REVISION DATE: 12/01/97.

TRAINER

NATURE OF WORK

Professional and technical work training and instructing personnel in a City department.

CLASSIFICATION STANDARDS

Positions allocated to this classification report to a designated supervisor and work under limited supervision. Work in this class is distinguished from higher classes by its lack of supervisory and managerial responsibility and from lower classes by its advanced technical skill and emphasis on training.

EXAMPLES OF WORK**

ESSENTIAL JOB FUNCTIONS

Plans, develops, and directs ongoing training and related certification programs.

Develops and conducts ongoing training programs.

Monitors applicable laws and regulations and makes policy recommendations and advises department manager on plans, projects, departmental functions and implementation of City wide departmental policy.

Monitors all environmental laws and regulations that are appropriate to the department and takes necessary actions to ensure the department's conformance.

Coordinates the repairs, caused by accidents, to all vehicles/equipment.

Coordinates the procurement of fuel for all sites under the responsibility of Fleet Management.

Serves as liaison with the department and with other departments to foster cooperation and plan current and future projects.

May develop specifications for new purchases or major rehabilitation.

Assists managerial team in hiring of new employees.

Evaluates performance of departmental resources.

Maintains records and develops reports, performs data collection and statistical analysis (utilizing a computer) and makes recommendations related to training performance.

May develop technical manuals depending on assigned area.

May develop simulation training exercises and maintains and operates simulator equipment.

Attends work on continuous and regular basis.

NON-ESSENTIAL JOB FUNCTIONS

Acts in the absence of the supervisor.

May be required to transport, mix, handle or use hazardous materials (other than cans of gasoline, batteries, pumping fuel or access to normal janitorial cleaning materials) or may be responsible for facilities or equipment carrying current, fluids or gas that could endanger the public or other employees.

Will be required to respond under emergency conditions.

May be responsible for enforcing the drug policy, based on physical location and organizational structure.

May frequently chauffeur other employees, depending upon assignment and work location.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Graduation from high school or possession of an acceptable equivalency diploma and five (5) years experience in the development of relevant training programs. A relevant two (2) year college degree may be substituted for two (2) years of the required experience.

LICENSES/CERTIFICATES

Special certification may be required depending on the assigned area.

¹A CDL instructional permit may be required at the time of appointment and a CDL License may be required within six months of date of appointment (depending on job assignment and work location).*

or

²A CDL License may be required at the time of appointment (depending on job assignment and work location).*

* Information on whether or not a CDL license (and which class: A, B, or C) is required, will be provided by the hiring department based on the specific vehicle(s) which may be required to be driven in the particular job assignment.

Note: CDL-classified vehicles, which are not driven on public roadways, do not require a CDL license.

NOTES

Work may require being available and on-call for emergency response.

Work may require physical strength and agility sufficient to perform essential functions.

Work may require performance of tasks in extreme heat and confined areas.

Work may require performance of tasks outdoors under varying climatic conditions.

Work may require exposure to hazardous conditions and noxious chemicals.

SELECTION FACTORS

May require thorough knowledge of occupational hazards connected with operation of equipment and facilities and of necessary safety precautions.

May require thorough knowledge of industry work practices, safety policies, methods, programs, procedures, and safety equipment used in assigned work area.

May require considerable knowledge of principles and practices of installation, operation, and maintenance of equipment and facilities.

May require knowledge of the Total Quality Management Process

Considerable knowledge of, and ability to read and interpret applicable federal, state, and local laws, rules, and regulations and ability to develop programs to insure compliance with same.

Considerable knowledge of teaching and training techniques, methods, and procedures.

Skill in use of teaching aids and equipment.

Ability to instruct, develop, plan, implement, and administer training programs.

Ability to communicate effectively, both orally and in writing.

Ability to utilize standard computer application software for word processing and analytical tasks.

Ability to communicate effectively, both orally and in writing.

Ability to maintain records and prepare necessary reports.

Ability to work effectively with coworkers and the general public.

Human Resources Department: Signed original on file in Human Resources / _____
Date

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REVISION DATE: 10/25/02.

TRANSIT SUPERVISOR

NATURE OF WORK

This is managerial and technical work directing employees and implementing operating policies, procedures, and activities in the City Transit System.

CLASSIFICATION STANDARDS

Positions allocated to this classification report to a designated supervisor and work under general supervision. Work in this class is distinguished from higher classes by the limited scope of its management responsibility and from lower classes by its supervisory responsibility.

EXAMPLES OF WORK**

ESSENTIAL JOB FUNCTIONS

Directs and manages daily activities of the City's mini and main bus programs.

Serves as customer service representative for RTS.

Supervises drivers and schedules routes. Receives and schedules individual and group appointments for mini-bus service.

Distributes daily work schedules.

Dispatches drivers and assigns or reassigns work to operators.

Monitors schedules and surveys bus routes to ensure compliance.

Provides for and conducts training sessions for subordinates.

Ensures subordinates have the necessary training and equipment to perform assigned duties safely.

Evaluates operators' performance and efficiency and initiates disciplinary action as needed.

Investigates accidents and public complaints and prepares reports.

Maintains various records and files.

Prepares detailed records and reports in a timely manner.

Answers phones and handles radio dispatch.

Attends work on continuous and regular basis.

NON-ESSENTIAL JOB FUNCTIONS

Operates bus during temporary driver shortages.

Performs other related duties as assigned..

MINIMUM QUALIFICATIONS

Graduation from high school or possession of an acceptable equivalency diploma, and two years college level work in business administration, urban transportation, planning, or related subject, and two years mass transportation experience, including supervisory experience, or any equivalent combination of education and experience.

LICENSES/CERTIFICATES

1A CDL instructional permit may be required at the time of appointment and a CDL License may be required within six months of date of appointment (depending on job assignment and work location).*

or

2A CDL License may be required at the time of appointment (depending on job assignment and work location).*

* Information on whether or not a CDL license (and which class: A, B, or C) is required, will be provided by the hiring department based on the specific vehicle(s) which may be required to be driven in the particular job assignment.

Note: CDL-classified vehicles which are not driven on public roadways do not require a CDL license.

NOTES

Pre-employment medical examination required, including satisfactory drug screening.

SELECTION FACTORS

Thorough knowledge of main and mini-bus services and operations.

Knowledge of vehicle maintenance requirements.

Knowledge of laws, rules, and regulations relating to operation of public transportation services.

Ability to plan, direct, and supervise work of others.

Ability to keep records and prepare reports.

Ability to communicate effectively, both orally and in writing.

Ability to work effectively with coworkers and the general public.

Ability to conduct on-the-job and classroom training sessions.

Human Resources Department: (Signed original on file in Human Resources) _____ / _____

Date

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REVISION DATE: 12/01/97.

TRANSIT OPERATIONS SUPERVISOR

NATURE OF WORK

This is managerial and technical work directing employees, leading other Transit Supervisors and implementing operating policies, procedures, and activities in the City Transit System.

CLASSIFICATION STANDARDS

Positions allocated to this classification report to a designated manager and work under general supervision. Work in this class is distinguished from higher classes by the limited scope of its management responsibility and from lower classes by its supervisory responsibility.

EXAMPLES OF WORK**

ESSENTIAL JOB FUNCTIONS

Serves as senior customer service representative for RTS.

Supervises drivers and schedules routes and monitors activities and functions of all Transit Supervisors. Assigns and distributes daily work schedules.

Monitors and dispatches drivers and assigns or reassigns work to operators.

Monitors schedules and surveys bus routes to ensure compliance.

Provides for and conducts training sessions for subordinates.

Ensures subordinates have the necessary training and equipment to perform assigned duties safely.

Evaluates Transit operator's performance and efficiency and initiates disciplinary action as needed.

Monitor Transit Supervisors' schedules and performance.

Investigates accidents and public complaints and prepares reports.

Maintains various records and files.

Prepares detailed records and reports in a timely manner.

Schedule and monitor all specials bus services.

Answers phones and handles radio dispatch.

Attends work on continuous and regular basis.

NON-ESSENTIAL JOB FUNCTIONS

Operates bus during temporary driver shortages.

Performs other related duties as assigned.

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MINIMUM QUALIFICATIONS

Graduation from high school or possession of an acceptable equivalency diploma, and two years college level work in business administration, urban transportation, planning, or related subject, and two years mass transportation experience, including supervisory experience, or any equivalent combination of education and experience.

LICENSES/CERTIFICATES

1A CDL instructional permit may be required at the time of appointment and a CDL License may be required within six months of date of appointment (depending on job assignment and work location).*

or

2A CDL License may be required at the time of appointment (depending on job assignment and work location).*

* Information on whether or not a CDL license (and which class: A, B, or C) is required, will be provided by the hiring department based on the specific vehicle(s) which may be required to be driven in the particular job assignment.

Note: CDL-classified vehicles which are not driven on public roadways do not require a CDL license.

NOTES

Pre-employment medical examination required, including satisfactory drug screening.

SELECTION FACTORS

Thorough knowledge of bus services and operations.

Knowledge of vehicle maintenance requirements.

Knowledge of laws, rules, and regulations relating to operation of public transportation services.

Ability to plan, direct, and supervise work of others.

Ability to keep records and prepare reports.

Ability to communicate effectively, both orally and in writing.

Ability to work effectively with coworkers and the general public.

Ability to conduct on-the-job and classroom training sessions.

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REVISION DATE: 12/01/97; 04/15/2005.

TRANSIT SERVICES COORDINATOR

NATURE OF WORK

Professional work promoting the use of public transit and other transportation alternatives.

CLASSIFICATION STANDARDS

Position allocated to this classification reports to Transit Director and works under general supervision. Work in this class is distinguished from higher classes by its lack of supervisory responsibility and from lower classes by its emphasis on coordinating, marketing, and/or public relations.

EXAMPLES OF WORK**

ESSENTIAL JOB FUNCTIONS

Depending on area of assignment:

Develops an annual comprehensive marketing plan to promote the use of public transit and other transportation alternatives.

Serves as public information officer for public transit.

Coordinates all transportation services regulated by the Americans with Disabilities Act (ADA).

Plans, coordinates, and oversees the functions required to determine rider eligibility for ADA paratransit services.

Performs audits of reservation slips and outside carrier invoices to monitor charges against actual services provided.

Develops and implements Quality Assurance Program.

Plans and implements various transit studies.

Prepares annual ADA plan updates.

Initiates passenger and non-passenger surveys to assess the demand for public transit and other transportation alternatives. Prepares, analyzes, and makes recommendations for service alternatives based on survey results.

Handles inquiries and calls and coordinates customer comments and requests.

Secures contracts for services, including, but not limited to, artwork and graphics design, media purchases, paratransit services, vanpool programs, and employee training.

Promotes the use of, and assists customers to schedule, special services.

Maintains involvement with agencies, community, developers, homeowners, and professionals through organizational and personal contacts.

Promotes bus advertising and solicits contracts for both display advertising and fully illustrated bus advertising.

Works effectively and diplomatically with customers and general public.

Attends work on continuous and regular basis.

NON-ESSENTIAL JOB FUNCTIONS

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited four year college with 3 or more years of progressively responsible experience in public relations, labor relations, financial management, or marketing, preferably in a service industry, or an equivalent combination of training and experience which provides the required knowledge, ability, and skills.

LICENSES/CERTIFICATES

Valid Florida Driver's License required.

NOTES

May be required to attend events and meetings outside business hours.

Work may require performance of tasks outdoors under varying climatic conditions.

SELECTION FACTORS

Knowledge of principles, practices, and procedures of marketing, promotional activities, public relations, and public education for service industries, preferably public transit.

Ability to formulate a comprehensive marketing plan.

Knowledge of and ability to conduct market research.

Ability to analyze and to communicate the results of marketing research activities.

Ability to work effectively with the media, the general public, and coworkers.

Ability to keep records and prepare reports.

Ability to communicate effectively, both orally and in writing.

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REVISION DATE: 6/1/98; 7/10/2000.

RTS MARKETING AND COMMUNICATIONS SPECIALIST

NATURE OF WORK

Professional work promoting the use of public transit and other transportation alternatives.

CLASSIFICATION STANDARDS

Position allocated to this classification reports to Transit Director and works under general supervision. Work in this class is distinguished from higher classes by its lack of supervisory responsibility and from lower classes by its emphasis on coordinating, marketing, and/or public relations.

EXAMPLES OF WORK**

ESSENTIAL JOB FUNCTIONS

Develops an annual comprehensive marketing plan to promote the use of public transit and other transportation alternatives.

Serves as public information officer for public transit.

Performs audits of reservation slips and outside carrier invoices to monitor charges against actual services provided.

Develops and implements Quality Assurance Program.

Plans and implements various transit studies.

Oversees and prepares creative services contracts.

Initiates passenger and non-passenger surveys to assess the demand for public transit and other transportation alternatives. Prepares, analyzes, and makes recommendations for service alternatives based on survey results.

Handles inquiries and calls and coordinates customer comments and requests.

Secures contracts for services, including, but not limited to, artwork and graphics design, media purchases, paratransit services, vanpool programs, and employee training.

Promotes the use of, and assists customers to schedule, special services.

Maintains involvement with agencies, community, developers, homeowners, and professionals through organizational and personal contacts.

Promotes bus advertising and solicits contracts for both display advertising and fully illustrated bus advertising.

Works effectively and diplomatically with customers and general public.

Attends work on continuous and regular basis.

NON-ESSENTIAL JOB FUNCTIONS

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited four year college with 3 or more years of progressively responsible experience in public relations, labor relations, financial management, or marketing, preferably in a service industry, or an equivalent combination of training and experience which provides the required knowledge, ability, and skills.

LICENSES/CERTIFICATES

Valid Florida Driver's License required.

NOTES

May be required to attend events and meetings outside business hours.

Work may require performance of tasks outdoors under varying climatic conditions.

SELECTION FACTORS

Knowledge of principles, practices, and procedures of marketing, promotional activities, public relations, and public education for service industries, preferably public transit.

Ability to formulate a comprehensive marketing plan.

Knowledge of and ability to conduct market research.

Ability to analyze and to communicate the results of marketing research activities.

Ability to work effectively with the media, the general public, and coworkers.

Ability to keep records and prepare reports.

Ability to communicate effectively, both orally and in writing.

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REVISION DATE: 6/1/98; 7/10/2000.