

TRANSPORTATION CAREER PATHWAYS IN VERMONT



Get Moving:
Careers in Transit



TRC UNIVERSITY OF VERMONT
TRANSPORTATION
RESEARCH CENTER

TRANSIT CAREER PATHWAYS: INTRODUCTION

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1. CCTA Career Pathway Graphic
2. Education and Training Resources

IS THIS CAREER RIGHT FOR YOU?

- Do you enjoy working with the public?
- Would you like a career close to home?
- Are you looking for career that is extremely flexible with room for growth?

WHAT IS TRANSIT?

The general responsibility of the transit industry is to transport the public to essential locations.

TRANSIT IN VERMONT –

Even the very rural communities in Vermont are serviced by transit authorities, which provide bus services to members of the public who wish to be mobile without using a personal vehicle. Whether you live in Burlington or the Northeast Kingdom, there are transit operators, both public and private, who are in need of dedicated employees. Although Vermont is small, it has a large and diverse set of employers in transit, from the clean-cut style of Greyhound buses in the private sector to the artistic and expressive buses painted like Holstein cows operated by the public Deerfield Transportation Authority. Whatever your personality type and personal style, there are operators and careers in the transit sector that fit your style and aspirations.

Most entry-level positions have only a few basic education requirements, making it easy to get your foot in the door. Among the many career paths you can make for yourself within the transit industry there are a few that are easy to start and advance in quickly. Vehicle operators and the custodians and mechanics who clean and perform maintenance on the vehicles are among the best to enter and find training to move up.



BUS DRIVER

Operates a vehicle across multiple routes. Provides quality customer service to passengers. Must possess a class-B Commercial Driver's License with air brake and passenger endorsements or the ability to obtain a permit, have a clean driving record, and be able to pass a drug test and background check.



OPERATIONS SUPERVISOR

Conducts field and road observations, onboard driver evaluations, provides assistance to drivers and customers, monitors radio communications and facilitates customer service. Must possess a Commercial Driver's License or the ability to obtain one within a year.



OPERATIONS MANAGER

Manage safe and efficient daily delivery of bus services. Supervises, hires, disciplines, evaluates, and directs operations staff, volunteer drivers and administrative staff. Receives and follow up on customer complaints. Coordinates special services. Oversees bus fleet to meet proper preventative maintenance requirements in accordance with GMTA policy. Reports ridership, farebox, expenses and other data to management. Tracks annual operations expenses, process invoices and budget forecasts.

TRANSIT CAREER PATHWAY: MECHANIC

Custodian

Entry level position. Responsibilities include light maintenance of the inside and outside of buses to assure passenger comfort. All materials will be provided for you, along with training.

Head Custodian

Wash Rack Crew Chief

The Wash Rack Crew Chief performs daily vehicle servicing and leads wash rack personnel on CCTA vehicle and equipment maintenance as directed. A successful candidate must own some basic tools, possess a clean driving record, and be able to pass background investigation, drug screening, and medical evaluation. CCTA offers on the job training for new hires to obtain a CDL-B license. CCTA offers all full time employees a competitive wages

Assistant to Maintenance Manager

Provide general administrative and clerical support for the maintenance department. Uses excel spreadsheets to produce monthly, annual and other reports as requested by the Maintenance Manager

Day/Evening Foreman

Responsible for the supervision of mechanics and bus cleaners.

Mechanic's Assistant

Perform's supervised routine preventative maintenance.

Maintenance Manager

Responsible for the supervision, evaluation and direction of all maintenance personnel. Supervises ongoing maintenance of fleet, garages, and terminals.. Update equipment and facilities as necessary and appropriate. Prepare bid specifications. Continuously measure and analyze fleet operations to insure optimum performance. Responsible for maintenance purchasing. Manage maintenance budget. Regularly communicate and coordinate operations with other departments. Assist Assistant general Manager as requested. Oversee bidding process. Participate in recruiting and training process for maintenance employees

Getting a Start in a Transportation Career

The University of Vermont's Transportation Research Center (TRC) has worked with high schools, career centers and Adult Education programs to generate awareness about careers in the transportation industry and develop programs to provide the necessary skills to gain entry-level positions in all modes of transportation (aviation, transit, highway, maritime, pipeline and railway). Careers in transportation are not limited to any single mode; many of the skills in one area of transportation can be applied to many or all of the others. In many cases, getting your foot in the door in one mode of transportation gives you access to jobs in the other modes.



A Good Start in Transportation Work:

- Offers you lifelong job opportunities in an industry that is everywhere (you can work in the community you grew up in or find work anywhere in the country with the right skills).
- Provides essential services for our communities and business.
- Has great opportunities for advancement, as a high percentage of current workers will be retiring in the next decade.

Educational and Employment Resources in Transit

Educational Resources:

- Career and Technical Centers in Vermont- goo.gl/nwBVO
- Community College of Vermont Applied Business Practices (with a focus on transportation) - goo.gl/mHRWO
- Vermont Technical College - <http://www.vtc.edu>

For Educators

- Transportation Systems Academy - <http://www.uvm.edu/~transctr/>

Key Skills Resources:

- Work Zone Flagging - Green Mountain Flagging <http://www.gmfvt.com/>
- Commercial Drivers Licences Schools in Vermont - http://dmv.vermont.gov/commercial_trucking
- Vermont Dept. of Motor Vehicles CDL Manual - <http://dmv.vermont.gov>

Employment and Career Resources:

- Resume resource <http://www.resumebuilder.com/>
- Occupational Information Network (O*NET) - <http://www.onetonline.org> (*Onet is a free online database of occupational information. Students, job seekers, businesses, and counselors should use Onet to explore careers in transportation.*)

For Veterans:

- US Department of Transportation Veterans Transportation Career Center - <http://www.dot.gov/veteranstransportationcareers>
- My Next Move for Veterans - <http://www.mynextmove.org/vets/>
- Hero 2 Hire - <http://h2h.jobs>

Looking for Job With a DPW Road Crew?

Check out :

- CCTA's webpage - <http://www.cctaride.org/about/careers.html>
- Private transit companies webpages.
- Craigslist - <http://www.craigslist.org>

Sample Jobs Postings

(Taken from Actual Job Posting)

HELP WANTED

MOBILITY MANAGER

CCTA is seeking a team member to manage its Americans with Disabilities Act and Elderly & Persons with Disabilities programs and grants. The individual will implement applicable paratransit policies, compliance, partner agreements, implement individualized functional assessments of applicants' ability to use bus services, and manage all program requirements in cooperation with other employees involved in paratransit programs. The individual will create a new Travel Training program to instruct individuals with disabilities how to use the fixed route bus service.

The ideal candidate will have the ability to acquire, demonstrate, and use industry-specific knowledge. Position requires exceptional time management skills, strong oral and written communication skills, interpersonal skills, data and statistical analysis skills, strong working knowledge of Microsoft Office products, ability to work independently and exhibit good judgement. A Bachelor's degree in a related field is preferable

HELP WANTED

BUS DRIVER NEEDED

Bus Drivers provide excellent customer service skills, have a great driving record and a positive team attitude. A clean CDL class-B license with air brake and passenger endorsements is required-NO EXCEPTIONS!

HELP WANTED

CUSTODIAN

Our Custodian position is ideal for a hard-working, detail oriented, flexible person who likes to work independently. Responsibilities include light maintenance of the inside and outside of buses to assure passenger comfort. All materials will be provided for you, along with training.

Work is performed from 4:00PM-12:30AM and Saturday work is required. Candidates must pass a physical, drug screen, and have a valid, clean driver's license and must have or be able to obtain CDL.