

Columbus Consolidated Government

**BUS OPERATOR G121**

<b>SALARY</b>	\$21.57 Hourly		
		<b>LOCATION</b>	Columbus, GA
<b>JOB TYPE</b>	Full-Time Regular		
		<b>JOB NUMBER</b>	2025-00000148
<b>DEPARTMENT</b>	Transportation		
		<b>DIVISION</b>	Operations
<b>OPENING DATE</b>	03/26/2025		
		<b>CLOSING DATE</b>	6/26/2025 11:59 PM Eastern

**Major Duties and Responsibilities**

This position is responsible for operating a METRA transit bus.

- Prepares the bus for safe operation: conducts pre-trip inspection and checks off daily safety prevention checklist for both interior and exterior of the bus.
- Boards and inspects passengers.
- Drives bus and maintains route schedule; monitors fare box, passes, and identifications for the purpose of assuring accurate fare amounts.
- Operates essential equipment.
- Assists passengers with disabilities; operates a wheelchair lift; secures wheelchairs and passengers; assists passengers in distress; notifies dispatcher of bus location and symptoms of passengers in distress.
- Perform duties required by the Office of Homeland Security, assisting customers in safe evacuation from the bus; observing, determining, and reporting activities, packages and substances that are suspicious or out-of-place; ability to use a common sense approach when

faced with various emergency situations to ensure public/passenger safety and proper bus operation.

- Provides information and directional assistance.
- Accesses revenue readings for surveys; provides input on route adjustments.
- Operates a radio; reports accidents and emergency situations when en route; assists 911 by reporting inoperative traffic lights.
- Participates in random and mandatory drug and alcohol testing.
- Attends annual driver refresher training; attends courses in defensive driving as needed.
- Notifies dispatcher and obtains necessary repairs and maintenance work at each turn-around point; secures bus in case of accident or engine malfunction; directs traffic around bus as needed.
- Opens the Transfer Center daily; checks employees as they come in; issues buses; handles incoming calls; provides information about routes; manages bus schedules; prepares mileage reports and surveys; maintains a log of daily activities; prepares requests for charters; sells swipe cards; drives charters for special tours.
- Performs the duties of the supervisor in his or her absence and needed.
- Performs other related duties as assigned.

## **Knowledge, Skills and Abilities**

- Knowledge of the principles and practices involved in operating assigned automotive equipment.
- Knowledge of first aid techniques and procedures.
- Knowledge of city streets and bus routes.
- Knowledge of traffic rules, regulations, and statutes.
- Skill in the safe operation of assigned automotive and other equipment.
- Skill in the operation of standard office equipment.
- Skill in oral and written communication.
- Ability to assist customers using patience and understanding.
- Ability to work independently with minimal supervision.

## **Minimum Educational and Training Requirements**

Knowledge and level of competency commonly associated with the completion of specialized training in the occupational field, in addition to basic skills typically associated with a high school education. Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years. Must possess a valid Commercial; Driver's License. Sufficient experience to understand the basic principles relevant to the major duties of the position usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

## **Physical Requirements**

The work is typically performed while sitting for prolonged periods of time in a driver's seat and/or at a keyboard. The employee must have the ability to: lift up to twenty-five (25) pounds; push an occupied standard wheelchair with weight capacity per ADA standards (600 pounds); open emergency hatch on top of bus; manually lift bus ramp if needed; open emergency exit windows; walk around and inspect vehicle.

- Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.
- Crawling – moving about on hands, knees, or hands, feet.
- Crouching – bending body forward by bending leg, spine.
- Feeling – perceiving attributes of objects by touch with skin, fingertips.
- Grasping – applying pressure to object with fingers, palm.
- Handling – picking, holding, or working with whole hand.
- Hearing 1 – perceiving sounds at normal speaking levels, receive information.
- Hearing 2 – receive detailed information, make discrimination in sound.
- Kneeling – bending legs at knee to come to rest at knees.
- Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.
- Manual Dexterity – picking, pinching, typing, working with fingers rather than hand.
- Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.
- Pulling - use upper extremities to exert force, haul or tug.
- Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.
- Reaching – extending hands or arms in any direction.
- Repetitive Motion – substantial movements of wrists, hands, fingers.
- Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.
- Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.

The work is typically performed in an office, library, computer room, or outdoors where the employee may be exposed to noise, dust, dirt, grease, fumes, machinery with moving parts, contagious or infectious diseases, irritating chemicals, hot, cold or inclement weather.

## Benefits

**The Columbus Consolidated Government is proud to offer an exceptional compensation and benefits package. Benefits include the following:**

- Low-cost Medical Insurance
- Prescription Drug Plan
- Dental Plan
- Vision Plan
- Flexible Spending Accounts
- Life Insurance
- Supplemental Life Insurance
- Long Term Disability
- Credit Union
- Direct Deposit

- 12 Paid Holidays
- Vacation Leave
- Sick Leave
- PERK Time Off
- Retirement Plan
- Supplemental Retirement Plan
- Free and Discounted Services
- Employee Assistance Program

**Take advantage of these free and discounted City Services offered to all City Employees.**

- Discounted Movie Tickets
- Free Notary Services
- Ride a Metra Bus for Free
- Free Mulch
- Free Fire/Safety Home Inspection
- Sunray Cleaners discounts
- Adopt a pet for Free from Animal Control
- Driver's Training for Employee Dependents
- Oxbow/Bull Creek Golf Course discounts
- River Center Discounts
- Cell Phone Carrier Discounts

### **Retirement Plan**

The Columbus Consolidated Government offers a defined benefit retirement plan to eligible employees who work in General Government and in Public Safety. Employees in the pension plan must meet both age and years of service requirements to qualify for retirement. The current vesting period is ten years, and the current pension contribution rate is 8% of your gross salary.

### **Supplemental Retirement Plan**

The Columbus Consolidated Government offers a Deferred Compensation Plan or supplemental retirement plan that is tax deferred. This plan allows employees to contribute a portion of their salary, before federal and state taxes, to a retirement account. Your compensation is more than a paycheck, it allows you to plan for your financial future as well.

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### **Employer**

Columbus Consolidated Government

**Address**

City Hall  
1111 1st Avenue  
Columbus, Georgia, 31901

**Phone**

706-225-4059

**Website**

<http://www.columbusga.gov/HR>