



rev. 4/7/2024

**Description:** Spotter

**Reports to:** Operations Manager

**Salary Range:** \$20/hour Part Time, 20-28hrs per week (including Saturdays)

## **SUMMARY DESCRIPTION**

The Spotter is responsible for safely and efficiently directing the transportation vehicle drivers to the proper egress areas within transit facility ensuring that publicly-posted safety rules are followed. The Spotter may also perform general laborer duties, including site clean-up, and windshield cleaning as necessary.

## **REPRESENTATIVE DUTIES**

- Render assistance to guide a bus operator in positioning/backing a vehicle when departing terminal.
- While giving guidance in positioning/backing a vehicle, stand on the ground clearly in the driver's line of sight. Spotter must stand far enough behind or in front of the vehicle to observe the path and any obstructions, and allow for sufficient stopping distance in an emergency.
- Use direct and deliberate signals. (i.e. Industry Recommended Standards included)
- Establish and maintain eye contact with the driver and remain in clear view of the driver at all times.
- Immediately signal driver to stop if any person or object enters the vehicles intended path of travel.
- Follow all Authority safety policies and procedures, including the proper manner in which to approach oncoming vehicles; make eye contact with drivers to ensure signals are understood; maintain use of personal protective equipment at all times.
- Enforce publicly-posted safety rules and un-posted safety standards at all times.
- Direct vehicles to the proper area of the facility based on the site plan.
- Communicate with equipment bus operators regarding pedestrian traffic and other obstacles.
- Must wear provided uniforms.
- Must utilize provided work-related items (i.e. reflective gear, flashlights, radios).
- May perform general labor duties on an as-needed basis, including filling schedule holders, assisting riders with information on ticket sales locations, site clean-up, windshield, mirror and door cleaning.
- Other duties as assigned.

## **SKILLS/QUALIFICATIONS:**

- Must successfully complete a pre-employment drug test and criminal background check.
- Must adhere to uniform policy.
- Must use issued equipment: flashlight, radio, reflective safety gear.

## **Other Knowledge, Skills & Abilities:**

- Ability to adhere to work schedule and follows through on challenges as they arise.
- Ability to adhere to Authority policies and rules that are set forth; promotes the Authority's safety standards; works with a sense of honesty and trustworthiness.
- Ability to attend safety and job related training.
- Maintains a feeling of pride in work; strives to achieve all goals.

## **EDUCATION & EXPERIENCE**

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

### **Education/Training**

- High School Diploma or GED.

## **PHYSICAL DEMANDS AND WORKING ENVIROMENT**

The following is a representation of conditions 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 job functions.

<b>Availability</b>	Must be able & available to work beyond normal hours.
<b>Environment</b>	Working outside in various weather conditions year round.
<b>Physical</b>	Sufficient physical ability to work while walking and/or standing for long periods.
<b>Vision</b>	See in normal visual ranges with or without correction, sufficient to read computer screens and printed documents.
<b>Hearing</b>	Hear in the normal audio ranges with or without correction.