

Department: Transportation
Classification: Competitive
Grade: 3

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MOBILITY TRAINER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for providing group presentations at Senior Centers, Schools, Towns, Villages and other meeting places to explain the benefits of using public transportation. The incumbent will explain how to plan trips and pay fares and how to travel safely in the community while using public transportation. The work is performed under the general supervision of a higher level position. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Conducts training sessions on how to travel safely using public transportation;
Informs participants of the accessibility features available and how to utilize them;
Explains the fees and how to pay fares;
Instructs participants in reading schedules and planning trips;
Prepares materials needed for training sessions;
Prepares records and reports on training.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of public transportation; ability to communicate effectively; ability to understand and follow simple oral and written instructions; ability to prepare reports and records; ability to get along well with others; familiarity with the transportation procedures and policies; ability to read and write; neat personal appearance; ability to maintain discipline; tact; courtesy; dependability; sound judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and having experience working with the general public.

SPECIAL REQUIREMENTS:

Candidates must possess a current valid New York State Driver's License at the time of appointment.

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