

Transit Amenity Support Specialist

Port Authority is seeking a Transit Amenity Support Specialist to provide and maintain transit stop information and provide assistance for other departmental functions. Responsible for maintaining updated databases for transit stops, amenities and park and ride lots. Assists with bus stop signage maintenance consisting of conducting field inspections to ensure that all stop information, equipment, inventory and facilities are maintained. Coordinates various departmental functions and ensures consistent application of data and procedures. Assists with the bus stop consolidation and shelter replacement programs.

Essential Functions:

- Conducts field inspections to evaluate transit stops in accordance with the Bus Stop and Street Design Guidelines and makes recommendations for relocation or removal.
- Prepares sign crews with written work orders for installation, removal and changes to existing/new stop locations, and maintains database/spreadsheet tracking work orders. Verifies completion and accuracy of work performed.
- Assists with reviewing and making recommendations for shelters, park and ride and rider information. Ensures activities comply with contracts and company policies.
- Coordinates and submits Pennsylvania One Call inquiries, when necessary, prior to issuing work orders in accordance with PA law.

Job requirements include:

- High School Diploma or GED.
- BA/BS Degree in Business Administration or directly related field from an accredited school. Directly related experience may be substituted for the education on a year-for-year basis.
- Minimum of two (2) years experience in planning, scheduling, transit schedules, service, customer service, data collection, and/or analysis.
- Demonstrated ability in the use of Windows, Microsoft Word and Excel.
- Excellent organizational skills.
- Professional and effective communication skills.
- Valid driver's license.

Preferred attributes:

- Experience in the operations, scheduling, planning, or customer service.
- Knowledge of Port Authority service areas and routes.



We offer a comprehensive compensation and benefits package. Interested candidates should forward a cover letter (*with salary requirements*) and resume to:

Deborah Slocum
Employment Department
345 Sixth Avenue, 3rd Floor
Pittsburgh, PA 15222-2527
DSlocum@portauthority.org
EOE