

Transit Amenity Specialist

Pittsburgh Regional Transit is seeking a Transit Amenity Specialist to provide and maintain transit stop information and provide assistance for other departmental functions for Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit (PRT). 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.
- Conduct monthly maintenance inspections of reviews of Park and Ride lots, and report to Manager of Transit Amenities issues.
- Review customer complaints and provide Manager of Transit Amenities with required follow-up to close all complaints.

Job requirements include:

- High School Diploma or GED.
- BA/BS Degree in Business Administration or 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 transit operations, scheduling, planning, or customer service.
- Knowledge of PRT's 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
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EOE