



CTtransit
Human Resources Department
100 Leibert Road
Hartford, CT 06120
860-522-8101
<http://www.cttransit.com/>

PLEASE VISIT
<http://www.cttransit.com/careers>
TO APPLY FOR ALL
OPENINGS

Employment Opportunities as of Monday, February 28, 2022

CTtransit is an Affirmative Action/Equal Opportunity employer and strongly encourages the applications of women, minorities, and persons with disabilities

Job Title	Job Type	Salary	Issue Date	Filing Date
Cleaner 2nd Shift - Stamford	Full-Time	\$21.69/Hour	11/30/21	Continuous

Department:

Maintenance

Job Description:

Performs all cleaning duties on revenue, non-revenue vehicles and facilities. Perform all appropriate duties as assigned by Maintenance Supervisor.

***All newly hired CTtransit employees are required to be fully vaccinated against COVID-19

Examples of Duties:

1. Performs routine interior and exterior cleaning, sweeping and detailing of buses and non-revenue equipment. Operate buses through the bus wash and park all equipment in assigned areas.
2. Operate walk behind ad riding type floor scrubbers, sweepers, steam cleaners and fork trucks.
3. Ability to understand written, oral instructions and maintain records of working progress.
4. Pulling and securing fare-boxes following established procedures.
5. Retrieving buses for routine servicing, must be able to check and replenish all fluids as well as recording all fluid usage and other required services; parking buses are all services are completed.
6. Advise Maintenance Supervisor of any repairs needed to correct damage caused by vandalism or excessive wear-out, such as body damage, graffiti, seat cushion damage, advertisement etc.

Qualifications:

1. Must have HS Diploma/GED & valid Driver's License (CDL Preferred).
2. Work related experience in cleaning and servicing vehicles or other industrial equipment is a plus.
3. Background check and drug screen required.
4. Performs physical activities that require considerable use of the arms, legs, repetitive hand wrist motion and moving the whole body, such as climbing, lifting, balancing, walking, stooping, and handling materials.
5. Candidates are subject to a physical assessment and medical exam to determine ability to safely meet the physical demands.
6. Ability to work outdoors in all weather conditions.

How To Apply:

Please visit our website at <http://www.cttransit.com/Careers/> to complete the online application.

Pension Plan Administrator	Full-Time	\$86,956.85 - \$104,829.67 annually	02/14/22	Continuous
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Department:

Pension

Job Description:

Provides overall administration of the following pension plans:

1. Pension Plan for Employees of H.N.S. Management Company, Inc., Represented by The A.T.U.
2. H.N.S. Management Company, Inc., Retirement Plan.
3. H.N.S. Management Company, Inc., 401(K) Savings Plan.

Performs other retirement related services for the Company as needed. The position is primarily funded out of the Union and Salaried pension plans. All time worked for the Company is paid for by the Company and includes administrative work for the 401(K) Savings Plan.

Examples of Duties:

For all 3 Retirement Plans

1. Prepares and files all federal tax returns (Form 5500) and Annual Statements Identifying Separated Participants with Vested Benefit forms (8955-A) on an annual basis.
2. Ensures plans are in compliance with deferral regulations including the preparation and distribution of all required participant/regulatory notices. Responsible for communications between regulatory agencies (IRS,PBGC, and Department of Labor) and plan sponsor with respect to retirement plans.
3. Coordinates all legal, actuarial and audit services for the plans, Responsible for responding to all requests resulting from on-site audits by IRS, DOL and plan auditors.
4. Schedules, facilitates, and records the minutes associated with all Trustees' meetings.
5. Liaison with servicers providing recordkeeping functions for the plans.
6. Updates Summary Plan Description booklet as required and distributes to all plan participants.
7. Ensures highly compensated testing is completed and plans are in compliance.
8. Monitors governmental and regulatory bulletins to keep abreast of changes that may impact the plans.
9. Oversees the review of Qualified Domestic Relations Orders (QDRO's). Ensures separate accounts are established for Alternate Payees.

For the Union and Salaried Pension Plans

1. Prepares the yearly census files (the Renewal Data List) for annual actuarial plan valuations.
2. Prepares and distributes the Annual Employee Benefit and Early and Normal Retirement Notices to participants.
3. Calculates the benefits for participants such as normal, early, and late retirement as well as vested deferred pensions and pension refunds. Determines the taxable and tax-free portions of all pension payments.
4. Responsible for filing required PBGC submissions and making annual PBGC payments.
5. Responsible for the monthly pension payrolls. Changes to pensioner data, amounts, federal/state taxes, and medical deductions are submitted to the servicer on a monthly basis. In-house excel files are updated for any changes to the Federal/State tax tables.
6. Prepares and distributes monthly activity reports for the Trustees.
7. Responsible for the timely submission of employee and employer contributions to the Trust accounts. Ensures quarterly and annual employer minimum requirement amounts are met.
8. Responsible for issuance of any applicable Form 1099-NECs.
9. Responsible for processing of alternative investment capital calls, distributions and invoices.

For the 401(k) Savings Plan

1. Approves and processes participant Pre-Tax and Roth contribution changes and weekly contribution transmittals. Ensures record keeper is notified of participant status changes.
2. Coordinates participant education programs and communicates plan changes to employees.
3. Oversees withdrawal processing administered by record keeper.
4. Oversees Auto-enrollment and Auto-increase programs administered by record keeper.
5. Facilitates rollovers into the Plan.

Administrative

1. Supervision of Pension Plan Accountant.
2. Works cooperatively with Boards of Trustees and all levels of personnel
3. Attends in-service training, seminars or other opportunities for professional development as made available by the Agency.
4. Other duties and administrative responsibilities as assigned by the Boards.
5. Provides guidance to participants with respect to retirement planning, and plan provisions.

6. Maintains beneficiary information for participants in the three plans.

Qualifications:

1. Bachelor's degree in accounting, business administration, or related field. A Certified Public Accountant certificate or post-graduate education in these fields is desirable. An understanding of the applicable Federal Income Tax laws and computer programs (word processing, spread sheet and data base) is a must for this position. Significant post graduate training of a specialized nature in the areas of accounting, benefits and pension plan administration, taxes, or financial management may be a substitute for a portion of the work experience requirement.
2. Five (5) years of professional, full time accounting experience, including some supervisory and management experience. Significant financial accounting and income tax experience is highly desirable and may be substituted for a portion of the education requirement.
3. Must be able to work independently and handle confidential information. The ability to prioritize projects is a must.

How To Apply:

Please visit our website at <http://www.cttransit.com/Careers/> to view full job description and apply. **Please attach a Resume and Cover Letter to include salary expectation.**

Superintendent of Transportation	Full-Time	\$71,611.53 - \$86,330.32 annually	02/14/22	02/28/22
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Department:

Transportation Administration

Job Description:

Assists and acts in place of Division Manager as required to direct and monitor all transportation activities including dispatching, work distribution, supervision of street operations, and performance of Bus Operators to ensure safe, reliable, responsive service within the New Haven Division. Responsible for the day-to-day supervision of the Transportation Supervisors and Bus Operators.

Examples of Duties:

1. Assists Division Manager in overseeing daily revenue service bus operations and administration to ensure compliance with CTtransit, federal, state, local, and contractual requirements, conformity with operations performance goals, and responsiveness to customer expectations in the New Haven Division.
2. Assists in monitoring division performance against safety, reliability, and customer service goals and in evaluating policies, procedures, and work processes to ensure safe, reliable, customer-focused and cost-effective service that achieves CTtransit goals within required budget and timeframes.
3. Assists Division Manager in the identification and analysis of organizational issues and problems and oversees projects and programs to improve service, organizational performance, and morale.
4. Coordinates problem-solving within Transit Services and among many departments and initiates projects and programs to improve service, routing, bidding, organizational performance, and morale.
5. Coordinates and collaborates with the Division Administrative Officer in the interviewing and selection of prospective Bus Operator Trainees.
6. Assists in the selection of Bus Operators for the Supervisor in Training program and oversees and evaluates their performance while in the program.
7. Monitors Operators' job performance records; accident, attendance and complaint/commendation. Oversees Bus Operator infractions and initiates appropriate action on these.

8. Communicates performance expectations to Transportation Supervisors and Bus Operators, regularly monitors and evaluates performance against expectations, and offers positive and constructive feedback to improve performance. Coaches and counsels Operators or Supervisors regarding performance, provides recognition and administers discipline as provided by Company policies and procedures.
9. Assists the Division Manager as directed in all aspects of managing and administering the division, provides analysis and recommendations for problem solving, efficient and effective operational issue resolutions.
10. Leads discussions with union representatives and employees regarding grievances and labor issues as assigned; reviews and evaluates major grievance issues and disciplinary actions of hourly employees; recommends and initiates appropriate action; and represents the Company in proceedings concerning unemployment compensation, grievance arbitrations, as assigned.
11. Represents the company at meetings, conferences with other organizations/officials, and manages special projects as required.
12. Assumes the responsibilities of the Division Manager in his/her absence.
13. Assists in managing problems and emergencies involving New Haven Division service on a 24 hour basis.
14. Work cooperatively with all levels of personnel.
15. Attends in-service training, seminars or other opportunities for professional development as made available by the Agency. Provides training for Agency personnel as required. Actively participates in staff meeting, trainings, etc.
16. Has thorough working knowledge of Agency policies and procedures.
17. Other duties and responsibilities as assigned.

Qualifications:

1. Minimum possession of a High School Diploma/GED. A college degree or other preparatory technical, managerial, and supervisory training is highly desirable.
2. A minimum of three (3) years of increasingly responsible supervisory or managerial experience and demonstrated effectiveness in supervising public transportation operations and staff is required. Appropriate preparatory training beyond high school or the attainment of technical skills and knowledge in a relevant non-supervisory position may be substituted for a portion of the experience requirement.
3. Knowledge and understanding of transit operations, policies, procedures, regulatory requirements, safety and customer service requirements, transportation technology, and union contract provisions is required.
4. Knowledge of the principles of management and supervision including planning and project management is essential, along with supervisory skills for managing and improving job performance.
5. Demonstrated effectiveness in written and oral communication, interpersonal skills, tact and diplomacy in building commitment, and achieving results for the organizations goals.
6. Valid drivers' license and the ability to be insured by our insurance company throughout employment. Individual may be required to travel in the course of their daily work.
7. Proficient in software programs (word processing, spreadsheet and database), experience with MS Office Operating Systems preferred, Internet applications and utilization of all relevant office equipment. The ability to learn quickly internal software programs. Must be able to handle confidential information.

8. The ability to prioritize projects and to work both independently and in a team environment.

How To Apply:

For full job description and to apply please visit <https://www.governmentjobs.com/careers/cttransit>

Technician (Diesel Preferred)	Full- Time	\$32.95/Hour	11/19/21	Continuous
2nd Shift - Stamford				

Department:

Maintenance

Job Description:

Heavy-duty technician (diesel preferred) to perform maintenance on CTtransit's fleet of buses.

Work Schedule:

2nd Shift - Tuesday - Saturday (Sun/Mon off)

***All newly hired CTtransit employees are required to be fully vaccinated against COVID-19

Examples of Duties:

Duties include to diagnose & correct mechanical problems in hydraulics, electrical systems, A/C, air brakes & bus mechanic systems. Operate buses on property and for road tests, also required to respond to service calls for breakdowns while buses are in service.

Qualifications:

High School Diploma/GED, must be at least 21 years of age, valid driver license (CDL license is required and must be obtained within 90 days of employment) and three (3) years of heavy duty fleet mechanic experience (diesel preferred). Specialized schooling may be substituted for a portion of the work experience.

How To Apply:

Please visit our website at <http://www.cttransit.com/Careers/> to complete the on-line application.

Technicians - Hartford	Full- Time	\$32.70/Hour	01/25/22	Continuous

Department:

Maintenance

Job Description:

Heavy-duty technician (diesel preferred) to perform maintenance on CTtransit's fleet of buses.

Examples of Duties:

Duties include to diagnose & correct mechanical problems in hydraulics, electrical systems, A/C, air brakes & bus mechanic systems. Operate buses on property and for road tests, also required to respond to service calls for breakdowns while buses are in service.

Qualifications:

High School Diploma/GED, must be at least 21 years of age, valid driver license (CDL license is required and must be obtained within 90 days of employment) and three (3) years of heavy-duty fleet mechanic experience (diesel preferred). Specialized schooling may be substituted for a portion of the work experience.

How To Apply:

Visit our website at <http://www.cttransit.com/Careers/> and complete the on-line application.

Timekeeper (Hartford PT)	Part- Time	\$18.00 - \$20.00 hourly	02/17/22	03/03/22

Department:

Finance

Job Description:

This position has a key role in Calculating pay hours and pay for salaried and bargaining unit employees in the Hartford Division.

Examples of Duties:

1. Perform all timekeeping functions for the Hartford bus operators based on the union contract language.
2. Prepares weekly timekeeping records and payrolls for maintenance and salaried employees.
3. Calculates pay hours and pay for both salaried and bargaining unit employees.

4. Prepares various payroll reports pursuant to policy and procedural direction received from the Payroll Administrator.
5. Attends in-service training, seminars or other opportunities for professional development as made available by the Agency. Provides training for Agency personnel as required. Actively participates in staff meetings, trainings, etc.
6. Has thorough working knowledge of Agency policies and procedures.
7. Other duties and responsibilities as assigned.

Qualifications:

1. Minimum possession of High School Diploma/GED is required. Associates Degree or College degree level course work or other specialized training in math, accounting, business administration, or other relevant areas is highly desirable and may be substituted for a portion of the work experience requirement.
2. Minimum of two (2) years of performing administrative/clerical duties.
3. Basic understanding of payroll and payroll tax processes with excellent math, analytical, customer service, and communication skills; a positive attitude along with the ability to successfully operate as a single contributor and as a team member
4. Proficient in Microsoft Office- Outlook, Excel, Word, PowerPoint, Internet applications and utilization of all relevant office equipment. The ability to learn quickly internal software programs. Must be able to handle confidential information.
5. The ability to prioritize projects and have excellent communication (especially verbal), interpersonal skills, tact and diplomacy. Ability to work both independently and in a team environment.
6. Must have an acceptable credit rating necessary for bonding of employees who handle cash and payroll.

How To Apply:

For full description and to apply please visit our careers website <https://www.governmentjobs.com/careers/cttransit>

Timekeeper (New Haven PT)	Part-Time	\$18.00 - \$20.00 hourly	02/17/22	03/03/22
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Department:

Finance

Job Description:

This position has a key role in Calculating pay hours and pay for salaried and bargaining unit employees in the New Haven Division.

Examples of Duties:

1. Perform all timekeeping functions for the Hartford bus operators based on the union contract language.
2. Prepares weekly timekeeping records and payrolls for maintenance and salaried employees.
3. Calculates pay hours and pay for both salaried and bargaining unit employees.
4. Prepares various payroll reports pursuant to policy and procedural direction received from the Payroll Administrator.
5. Attends in-service training, seminars or other opportunities for professional development as made available by the Agency. Provides training for Agency personnel as required. Actively participates in staff meetings, trainings, etc.
6. Has thorough working knowledge of Agency policies and procedures.
7. Other duties and responsibilities as assigned.

Qualifications:

1. Minimum possession of High School Diploma/GED is required. Associates Degree or College degree level course work or other specialized training in math, accounting, business administration, or other relevant areas is highly desirable and may be substituted for a portion of the work experience requirement.
2. Minimum of two (2) years of performing administrative/clerical duties.
3. Basic understanding of payroll and payroll tax processes with excellent math, analytical, customer service, and communication skills; a positive attitude along with the ability to successfully operate as a single contributor and as a team member

4. Proficient in Microsoft Office- Outlook, Excel, Word, PowerPoint, Internet applications and utilization of all relevant office equipment. The ability to learn quickly internal software programs. Must be able to handle confidential information.
5. The ability to prioritize projects and have excellent communication (especially verbal), interpersonal skills, tact and diplomacy. Ability to work both independently and in a team environment.
6. Must have an acceptable credit rating necessary for bonding of employees who handle cash and payroll.

How To Apply:

For full job description and to apply please visit our career website at <https://www.governmentjobs.com/careers/cttransit>

Timekeeper (Stamford PT)	Part-Time	\$18.00 - \$20.00 hourly	02/17/22	03/03/22
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Department:

Finance

Job Description:

This position has a key role in Calculating pay hours and pay for salaried and bargaining unit employees in the Stamford Division.

Examples of Duties:

1. Perform all timekeeping functions for the Hartford bus operators based on the union contract language.
2. Prepares weekly timekeeping records and payrolls for maintenance and salaried employees.
3. Calculates pay hours and pay for both salaried and bargaining unit employees.
4. Prepares various payroll reports pursuant to policy and procedural direction received from the Payroll Administrator.
5. Attends in-service training, seminars or other opportunities for professional development as made available by the Agency. Provides training for Agency personnel as required. Actively participates in staff meetings, trainings, etc.
6. Has thorough working knowledge of Agency policies and procedures.
7. Other duties and responsibilities as assigned.

Qualifications:

1. Minimum possession of High School Diploma/GED is required. Associates Degree or College degree level course work or other specialized training in math, accounting, business administration, or other relevant areas is highly desirable and may be substituted for a portion of the work experience requirement.
2. Minimum of two (2) years of performing administrative/clerical duties.
3. Basic understanding of payroll and payroll tax processes with excellent math, analytical, customer service, and communication skills; a positive attitude along with the ability to successfully operate as a single contributor and as a team member
4. Proficient in Microsoft Office- Outlook, Excel, Word, PowerPoint, Internet applications and utilization of all relevant office equipment. The ability to learn quickly internal software programs. Must be able to handle confidential information.
5. The ability to prioritize projects and have excellent communication (especially verbal), interpersonal skills, tact and diplomacy. Ability to work both independently and in a team environment.
6. Must have an acceptable credit rating necessary for bonding of employees who handle cash and payroll.

How To Apply:

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WC Claims Assistant	Part-Time	\$18.00 - \$20.00 hourly	02/17/22	03/03/22
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Department:

Workers Comp

Job Description:

The Workers Comp Claims Assistant will assist and support the claims staff in the set-up and administration of workers compensation claims/case management and other tasks depending on the specific needs of the customers. We are looking for a Claims Assistant that wants to grow within the organization. This position is a hybrid work opportunity.

Examples of Duties:

1. Assists as needed, in setting up workers' compensation files on Risk Master and complete all relevant screens and data fields.
2. Assists as needed, in sending contact letters to injured workers, processing state forms and reports.
3. Process mail, handle files (until paperless), and input notes/diary entries in the claims system as needed.
4. Process payments, as needed.
5. Assist claims examiners with telephone calls including provider, claimant, and customer calls.
6. Requires regular and consistent attendance.
7. Comply with all safety rules and regulations during work hours.
8. Work cooperatively with all levels of personnel.
9. Attends in-service training, seminars or other opportunities for professional development as made available by the Agency. Provides training for Agency personnel as required. Actively participates in staff meetings, trainings, etc.
10. Other duties and responsibilities as assigned.

Qualifications:

1. Minimum possession of High School Diploma/GED is required. College degree preferred.
2. Minimum of one (1) year of service-oriented office experience is required.
3. Knowledgeable of State of Connecticut statutes and regulations regarding accident claims adjustment and Workers' Compensation is preferred.
4. Ability to learn procedures that require a high degree of responsibility, accuracy, timeliness, and precision.
5. Valid driver's license: individual may be required to travel in the course of their daily work.
6. Proficient in Microsoft Office software programs (Excel and Word) with the ability to quickly learn internal software programs.
7. Must be able to handle confidential information, manage multiple priorities and have excellent communication skills (especially verbal), interpersonal skills, professionalism, discretion, and diplomacy to work effectively with the public, outside agencies, private vendors, and other employees at all levels throughout CTTRANSIT.
8. Ability to work both independently and in a team environment. A good work record is essential.
9. This person may be required to work on weekends (Saturday and Sunday) each week.

How To Apply:

For full job description and to apply please visit our careers website <https://www.governmentjobs.com/careers/cttransit>