



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 Friday, June 17, 2022

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

Job Title	Job Type	Salary	Issue Date	Filing Date
Bus Operator Haven	New Full-Time	\$24.14/Hour	03/16/22	06/30/22

Department:

Bus Operators

Job Description:

Safely operating transit buses on routes, providing courteous, helpful customer service; collecting fares; following schedules; maintaining excellent attendance and working cooperatively with other employees on the team.

Must be available to work a flexible schedule to include days, nights, weekends, split shifts, and holidays as assigned.

Must attend training that will last about 6-8 weeks, during this time the rate of pay is \$15.00 per hour. Once training is complete the rate will increase to the start rate of a Bus Operator.

***All CTtransit employees are required to be fully vaccinated against COVID-19 and demonstrate at appropriate intervals, that they have received all subsequent doses (Boosters) of the COVID-19 vaccine as recommended by the CDC's Advisory Council on Immunization Practices as those recommendations may be updated.

Examples of Duties:

Operates transit buses and wheelchair lifts, collects fares and verifies valid passes and identification cards, receives, and transmits communications over a two-way radio, coordinates passenger transfers, reports schedule delays, completes and files reports including accidents, detours, vehicle inspections, fares and passes, and other incidents, makes recommendations for safety and route improvements.

Qualifications:

- HS Diploma or GED
- At least 21 years old, valid CDL required (Class A or B)
- Must have P Endorsement and in addition one of the following Endorsements: S or V or F or A
- Must be air brake qualified (No L Restriction)
- No more than (1) moving violation in the last 3 years
- Minimum (1) year experience in a position requiring excellent customer service skills
- Ability to work all shifts (which includes nights, weekends, holidays, and split shifts)
- Must not have outside employment that interferes with employment at CTtransit.
- Ability to pass DOT physical exam, and pending CDL tests, pre-employment testing and meet the physical requirements of the position
- Must be able to attend training
- Must be able to effectively read, write and comprehend basic English.

How To Apply:

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

Bus Operators**Hartford** Full-
Time \$24.14/Hour

05/06/22 06/28/22

Department:

Bus Operators

Job Description:

Safely operating transit buses on routes, providing courteous, helpful customer service; collecting fares; following schedules; maintaining excellent attendance and working cooperatively with other employees on the team.

Must be available to work a flexible schedule to include days, nights, weekends, split shifts and holidays as assigned.

Must attend training that will last about 8-9 weeks, during this time the rate of pay is \$15.00 per hour. Once training is complete the rate will increase to the start rate of a Bus Operator.

***All CTtransit employees are required to be fully vaccinated against COVID-19 and demonstrate at appropriate intervals, that they have received all subsequent doses (Boosters) of the COVID-19 vaccine as recommended by the CDC's Advisory Council on Immunization Practices as those recommendations may be updated.

Examples of Duties:

Operates transit buses and wheelchair lifts, collects fares and verifies valid passes and identification cards, receives, and transmits communications over a two-way radio, coordinates passenger transfers, reports schedule delays, completes and files reports including accidents, detours, vehicle inspections, fares and passes, and other incidents, makes recommendations for safety and route improvements.

Qualifications:

- HS Diploma or GED
- At least 21 years old, valid CDL required (Class A or B)
- Must have P Endorsement and in addition one of the following Endorsements: S or V or F or A
- Must be air brake qualified (No L Restriction)
- No more than (1) moving violation in the last 3 years
- Minimum (1) year experience in a position requiring excellent customer service skills
- Ability to work all shifts (which includes nights, weekends, holidays and split shifts)
- Must not have outside employment that interferes with employment at CT *transit*.
- Ability to pass DOT physical exam, and pending CDL tests, pre-employment testing and meet the physical requirements of the position
- Must be able to attend training
- Must be able to effectively read, write and comprehend basic English.

How To Apply:

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

Bus Stop Maintenance & Installation Specialist

Part-Time \$27.48/Hour

06/08/22 06/29/22

Department:

Planning and Scheduling

Job Description:

This part-time position works independently to manage sighting, installation and maintenance of signs at bus stops served by CT *transit*. Installs and maintains schedule information in Guide-A-Rides at bus stops and in shelters. Provides feedback and stop usage information in support of bus shelter placements in the municipalities we serve.

***All CT *transit* employees are required to be fully vaccinated against COVID-19 and demonstrate at appropriate intervals, that they have received all subsequent doses (Boosters) of the COVID-19 vaccine as recommended by the CDC's Advisory Council on Immunization Practices as those recommendations may be updated.

Examples of Duties:

1. Works as a liaison with local jurisdictions to get approval for posting signs and installing free-standing posts. Makes all "Call Before You Dig" arrangements.
2. Installs and maintains bus stop signs along with maintaining bus stop inventory and photo database.
3. Installs and maintains Guide-A-Rides and keeps updated list of Guide-A-Ride locations.
4. Inventory upkeep and distribution of public timetables.
5. Travels to various sites to make inspections in varied weather and working conditions is required.
6. Provides bus stop usage statistics for internal use and provides to outside agencies.
7. Evaluate suggestions (internal/external) to add, remove or relocate bus stops.
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. Has thorough working knowledge of Agency policies and procedures.
11. Other duties and responsibilities as assigned.

Qualifications:

1. Minimum possession of a High School Diploma/GED.
2. Experience in the field of project administration.
3. Knowledge of computers and basic principles of mechanical concepts is required.
4. The ability to lift up to 65 pounds and experience with heavy duty power equipment is required.
5. Valid driver's license and the ability to be insured by our insurance company throughout employment. Individual will be required to travel in the course of their daily work.
6. Proficient in software programs (word processing, spreadsheet, and database), Internet applications and utilization of all relevant office equipment. The ability to learn quickly internal software programs. Must be able to handle confidential information.
7. 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.
8. Knowledge of CT *transit* service area (roadways & municipalities served; basic route structure) a plus.

How To Apply:

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

**Customer Service & Sales
Representative PT Stamford**

Part- \$20.92/Hour
Time

06/07/22 06/21/22

Department:

Customer Service

Job Description:

Provides system-wide (Hartford, New Haven & Stamford) transit service information and sells monthly bus passes, tickets and other fare media to the public at the CT *transit* Customer Service and Sales Outlets.

***All CT *transit* employees are required to be fully vaccinated against COVID-19 and demonstrate at appropriate intervals, that they have received all subsequent doses (Boosters) of the COVID-19 vaccine as recommended by the CDC's Advisory Council on Immunization Practices as those recommendations may be updated.

Examples of Duties:

1. Provides detailed bus transit service information to the public including but not limited to bus routes, schedules, bus stop locations, transfers, bus identification, passenger fares and other company policies. Transit schedules and other user informational aids are given out as requested.
2. Documenting and responding to passenger complaints, suggestions, and requests for service changes.
3. Booth operations include monthly bus pass, ticket, and token sales to the public. Operate an electronic cash register, balance sales receipts against cash received and complete related clerical work as required. A high degree of financial accuracy is necessary.
4. Will be expected to work varying shifts and times, including on normal days off, weekends, holidays and reporting to work early or staying late when it is deemed necessary.
5. Work cooperatively with all levels of personnel and maintain good public relations.
6. 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.
7. Has thorough working knowledge of Agency policies and procedures.
8. Other duties and responsibilities as assigned.

Qualifications:

1. Minimum possession of a High School Diploma/GED.
2. One (1) year of office experience with emphasis on telephone operations and public contact preferred. Knowledge of region is preferred.
3. Must have a pleasant personality and possess excellent listening and communication skills along with the willingness to work well with the public. (Bilingual is a plus).
4. Must have the ability to quickly learn bus routes and schedules. Must be able to operate an electronic cash register and balance sales receipts accurately.
5. A good work record is essential.
6. Basic knowledge of software programs (word processing, spreadsheet and database), Internet applications and utilization of all relevant office equipment. The ability to learn quickly internal software programs. Must be able to handle confidential information.
7. Ability to work both independently and in a team environment.

How To Apply:

Please visit our website at <http://www.cttransit.com/Careers/> to view the full job description and apply.

**F/T Customer Service and Sales
Representative *Hartford***

Full- \$20.92/Hour
Time

06/15/22 06/29/22

Department:

Customer Service

Job Description:

Provides system-wide (Hartford, New Haven & Stamford) transit service information and sells monthly bus passes, tickets and other fare media to the public at the CT *transit* Customer Service and Sales Outlets.

***All CT *transit* employees are required to be fully vaccinated against COVID-19 and demonstrate at appropriate intervals, that they have received all subsequent doses (Boosters) of the COVID-19 vaccine as recommended by the CDC's Advisory Council on Immunization Practices as those recommendations may be updated.

Examples of Duties:

1. Provides detailed bus transit service information to the public including but not limited to bus routes, schedules, bus stop locations, transfers, bus identification, passenger fares and other company policies. Transit schedules and other user informational aids are given out as requested.
2. Documenting and responding to passenger complaints, suggestions, and requests for service changes.
3. Booth operations include monthly bus pass, ticket and token sales to the public. Operate an electronic cash register, balance sales receipts against cash received and complete related clerical work as required. A high degree of financial accuracy is necessary.
4. Will be expected to work varying shifts and times, including on normal days off, weekends, holidays and reporting to work early or staying late when it is deemed necessary.
5. Work cooperatively with all levels of personnel and maintain good public relations.
6. 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.
7. Has thorough working knowledge of Agency policies and procedures.
8. Other duties and responsibilities as assigned.

Qualifications:

1. Minimum possession of a High School Diploma/GED.
2. One (1) year of office experience with emphasis on telephone operations and public contact preferred. Knowledge of region is preferred.
3. Must have a pleasant personality and possess excellent listening and communication skills along with the willingness to work well with the public. (Bilingual is a plus).
4. Must have the ability to quickly learn bus routes and schedules. Must be able to operate an electronic cash register and balance sales receipts accurately.
5. A good work record is essential.
6. Basic knowledge of software programs (word processing, spreadsheet and database), Internet applications and utilization of all relevant office equipment. The ability to learn quickly internal software programs. Must be able to handle confidential information.
7. Ability to work both independently and in a team environment.

How To Apply:

Please visit our website at <http://www.cttransit.com/Careers/> to view the full job description and apply.

Finance Associate II

Full-Time \$55,000.00 - \$60,000.00 annually 06/16/22 06/30/22

Department:

Finance

Job Description:

Working with the Director of Finance in: maintaining the general ledger including preparing, posting, reconciling, and reviewing of journal entries; reviewing and reconciling the trial balance, preparing related accounting schedules, financial statements, supporting documents, and routine monthly and budget reports in addition to other ad hoc report; compiling figures and reports for use in the company financial report analysis and audits (internal as well as external); managing the full cycle Accounts Payable/Accounts Receivable process; performing compliance reviews throughout the agency respecting adherence to policy and procedures and; overseeing and/or processing Full Cycle Payroll management including processing and reporting in addition to records maintenance.

Examples of Duties:

In addition to the responsibilities above the Finance Associate will become an integral part of the Finance team by:

1. Assisting in maintaining the General Ledger and Payroll processing systems as directed by the Director (inclusive of Account Payable, Daily Receipts Accounts Receivable, Journal Entry Preparation, Account Reconciliation, Forecasting, Budgeting, Financial Statement preparation and Monthly Operations Analysis being some of the components thereof).
2. Performing other accounting or administrative functions as assigned by the Director of Finance in such areas as special project reporting, revenue analysis inclusive of maintaining the systems integral to Fare collection, advanced payroll analysis and processing.
3. Review and adherence to policy and procedures with the ability to suggest and implement process improvements.
4. Compiles various statistical data for reporting to management and outside agencies
5. Work cooperatively with all levels of personnel.
6. 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.
7. Has thorough working knowledge of Agency policies and procedures.
8. Other duties and responsibilities as assigned.

Qualifications:

1. Minimum possession of a Bachelor's degree in Business Administration with a concentration in Accounting or Finance with three (3) years of relevant work experience is preferred.
2. Five (5) years of significant relevant work experience may be substituted for the degree requirement.
3. This position requires the ability to make decisions requiring independent judgment including the setting of priorities for performing work, excellent communication skills (especially verbal), interpersonal skills, tact and diplomacy. Ability to work both independently and in a team environment is essential.
4. Ability to learn procedures that require a high degree of responsibility, accuracy, timeliness, and precision.
5. The employee must be able to undergo a satisfactory security review.
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. Advanced knowledge of MS Office programs (Excel and Word) with the ability to quickly learn internal software programs.
8. 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 CTRANSPORT.

How To Apply:

To view full job description and apply visit our careers website <https://www.governmentjobs.com/careers/cttransport> Please attach your resume and cover letter with your application.

P/T Customer Service & Sales Rep New Part- \$20.92/Hour
Haven Time

06/13/22 06/27/22

Department:

Customer Service

Job Description:

Provides system-wide (Hartford, New Haven & Stamford) transit service information and sells monthly bus passes, tickets and other fare media to the public at the CT *transit* Customer Service and Sales Outlets.

***All CT *transit* employees are required to be fully vaccinated against COVID-19 and demonstrate at appropriate intervals, that they have received all subsequent doses (Boosters) of the COVID-19 vaccine as recommended by the CDC's Advisory Council on Immunization Practices as those recommendations may be updated.

Examples of Duties:

1. Provides detailed bus transit service information to the public including but not limited to bus routes, schedules, bus stop locations, transfers, bus identification, passenger fares and other company policies. Transit schedules and other user informational aids are given out as requested.
2. Documenting and responding to passenger complaints, suggestions, and requests for service changes.
3. Booth operations include monthly bus pass, ticket, and token sales to the public. Operate an electronic cash register, balance sales receipts against cash received and complete related clerical work as required. A high degree of financial accuracy is necessary.
4. Will be expected to work varying shifts and times, including on normal days off, weekends, holidays and reporting to work early or staying late when it is deemed necessary.
5. Work cooperatively with all levels of personnel and maintain good public relations.
6. 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.
7. Has thorough working knowledge of Agency policies and procedures.
8. Other duties and responsibilities as assigned.

Qualifications:

1. Minimum possession of a High School Diploma/GED.
2. One (1) year of office experience with emphasis on telephone operations and public contact preferred. Knowledge of region is preferred.
3. Must have a pleasant personality and possess excellent listening and communication skills along with the willingness to work well with the public. (Bilingual is a plus).
4. Must have the ability to quickly learn bus routes and schedules. Must be able to operate an electronic cash register and balance sales receipts accurately.
5. A good work record is essential.
6. Basic knowledge of software programs (word processing, spreadsheet and database), Internet applications and utilization of all relevant office equipment. The ability to learn quickly internal software programs. Must be able to handle confidential information.
7. Ability to work both independently and in a team environment.

How To Apply:

Please visit our website at <http://www.cttransit.com/Careers/> to view the full job description and apply.

**P/T Customer Service & Sales
Representative Hartford**

Part- \$20.92/Hour
Time

06/15/22 06/29/22

Department:

Customer Service

Job Description:

Provides system-wide (Hartford, New Haven & Stamford) transit service information and sells monthly bus passes, tickets and other fare media to the public at the CT *transit* Customer Service and Sales Outlets.

***All CT *transit* employees are required to be fully vaccinated against COVID-19 and demonstrate at appropriate intervals, that they have received all subsequent doses (Boosters) of the COVID-19 vaccine as recommended by the CDC's Advisory Council on Immunization Practices as those recommendations may be updated.

Examples of Duties:

1. Provides detailed bus transit service information to the public including but not limited to bus routes, schedules, bus stop locations, transfers, bus identification, passenger fares and other company policies. Transit schedules and other user informational aids are given out as requested.
2. Documenting and responding to passenger complaints, suggestions, and requests for service changes.
3. Booth operations include monthly bus pass, ticket and token sales to the public. Operate an electronic cash register, balance sales receipts against cash received and complete related clerical work as required. A high degree of financial accuracy is necessary.
4. Will be expected to work varying shifts and times, including on normal days off, weekends, holidays and reporting to work early or staying late when it is deemed necessary.
5. Work cooperatively with all levels of personnel and maintain good public relations.
6. 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.
7. Has thorough working knowledge of Agency policies and procedures.
8. Other duties and responsibilities as assigned.

Qualifications:

1. Minimum possession of a High School Diploma/GED.
2. One (1) year of office experience with emphasis on telephone operations and public contact preferred. Knowledge of region is preferred.
3. Must have a pleasant personality and possess excellent listening and communication skills along with the willingness to work well with the public. (Bilingual is a plus).
4. Must have the ability to quickly learn bus routes and schedules. Must be able to operate an electronic cash register and balance sales receipts accurately.
5. A good work record is essential.
6. Basic knowledge of software programs (word processing, spreadsheet and database), Internet applications and utilization of all relevant office equipment. The ability to learn quickly internal software programs. Must be able to handle confidential information.
7. Ability to work both independently and in a team environment.

How To Apply:

Please visit our website at <http://www.cttransit.com/Careers/> to view the full job description and apply.

Parts Clerk	Hartford Full-Time	\$24.74/Hour	05/17/22	Continuous
--------------------	---------------------------	--------------	----------	------------

Department:
Maintenance

Job Description:

The Parts Clerk is responsible for inventory control, executing parts department administrative tasks and organizing parts department daily activities.

Examples of Duties:

Duties include staffing the parts counter utilizing bar code equipment, a computer and written manuals. Telephone communications with appropriate departments. Shipping and receiving activities as assigned, pickup and delivering of parts as required and other duties as assigned by Supervisor.

Qualifications:

1. Minimum possession of a High School Diploma/GED.
2. Three (3) years full time experience as a Parts Clerk.
3. Good general knowledge of bus/truck or automotive parts, components and Mechanical/Electronic system operations.
4. General knowledge of data entry, receiving, transfers and bar coding.
5. Ability to research parts, manuals, computer programs, order and establish parts locations.
6. Good verbal skills and ability to work with people.
7. Valid driver license (CDL license is required and must be obtained within 90 days of employment)
8. Ability to operate a Forklift and other shipping equipment. Physically able to load and unload deliveries/shipments.
9. Good written and organization skills to complete and maintain forms, manifests, MSDS sheets and other documents.

How To Apply:

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

Parts Clerk - (1st Shift)	Stamford Full-Time	\$24.74/Hour	04/22/22	Continuous
----------------------------------	---------------------------	--------------	----------	------------

Department:
Maintenance

Job Description:

The Parts Clerk is responsible for inventory control, executing parts department administrative tasks and organizing parts department daily activities.

Examples of Duties:

Duties include staffing the parts counter utilizing bar code equipment, a computer, and written manuals. Telephone communications with appropriate departments. Shipping and receiving activities as assigned, pickup and delivering of parts as required and other duties as assigned by Supervisor.

Qualifications:

1. Minimum possession of a High School Diploma/GED.
2. Three (3) years full time experience as a Parts Clerk.
3. Good general knowledge of bus/truck or automotive parts, components, and Mechanical/Electronic system operations.
4. General knowledge of data entry, receiving, transfers and bar coding.
5. Ability to research parts, manuals, computer programs, order and establish parts locations.
6. Good verbal skills and ability to work with people.
7. Valid driver license (CDL license is required and must be obtained within 90 days of employment)
8. Ability to operate a Forklift and other shipping equipment. Physically able to load and unload deliveries/shipments.
9. Good written and organization skills to complete and maintain forms, manifests, MSDS sheets and other documents.

How To Apply:

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

Technician- New Haven 3rd Shift	Full-Time	\$35.90/Hour	03/11/22	Continuous
--	-----------	--------------	----------	------------

Department:
Maintenance

Job Description:
Heavy-duty technician (diesel preferred) to perform maintenance on CT *transit's* fleet of buses. Work Schedule: 11:00pm-7:30am Wednesday & Thursday off

***All CTtransit employees are required to be fully vaccinated against COVID-19 and demonstrate at appropriate intervals, that they have received all subsequent doses (Boosters”) of the COVID-19 vaccine as recommended by the CDC’s Advisory Council on Immunization Practices as those recommendations may be updated.

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.

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

Department:
Maintenance

Job Description:
Heavy-duty technician (diesel preferred) to perform maintenance on CT *transit's* fleet of buses.

***All CTtransit employees are required to be fully vaccinated against COVID-19 and demonstrate at appropriate intervals, that they have received all subsequent doses (Boosters) of the COVID-19 vaccine as recommended by the CDC’s Advisory Council on Immunization Practices as those recommendations may be updated.

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.

WC Claims AssistantPart-
Time

\$18.00 - \$20.00 hourly

05/27/22 06/28/22

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.

***All CTtransit employees are required to be fully vaccinated against COVID-19 and demonstrate at appropriate intervals, that they have received all subsequent doses (Boosters) of the COVID-19 vaccine as recommended by the CDC's Advisory Council on Immunization Practices as those recommendations may be updated.

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 drivers' 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>

Pension Plan Accountant	Full-Time	\$46,035.98 - \$55,498.06 annually	04/20/22	Continuous
--------------------------------	-----------	------------------------------------	----------	------------

Department:
Pension

Job Description:

This position performs a variety of tasks related to the administration of the following retirement plans:

- Pension Plan for Employees of the H.N.S. Management Company, Inc., Represented by the A.T.U.
- H.N.S. Management Company, Inc., Retirement Plan
- H.N.S. Management Company, Inc., 401(k) Savings Plan

***All CTtransit employees are required to be fully vaccinated against COVID-19 and demonstrate at appropriate intervals, that they have received all subsequent doses (Boosters) of the COVID-19 vaccine as recommended by the CDC's Advisory Council on Immunization Practices as those recommendations may be updated.

Examples of Duties:

For all 3 Retirement Plans

1. Assists in preparing annual federal tax returns (Form 5500).
2. Assists in maintaining the databases needed to track participants' pension and 401(k) benefits.
3. Communicates with employees about their pension and 401(k) benefits and responds to any employee questions that arise.
4. Assists with recording the minutes associated with applicable Trustee and Administrative Committee meetings.

For the Union and Salaried Pension Plans

1. Assists in preparing the annual summary (the Renewal Data List) for all plan participants for submission to the actuaries.
2. Calculates pension benefits for participants including normal, early, and late retirement as well as vested deferred pensions and pension refunds. Determines the taxable and tax-free portions of pension refunds.
3. Prepares the monthly pension plan payrolls that are submitted to an outside contractor to process. Processes additions and changes to pensioner data, benefit amount, withholding tax, tax-free amount and insurance deductions.
4. Reviews the monthly financial statements provided by the Custodian. Assists in the preparation of related monthly activity reports.
5. Assists with the reconciliation of the delayed reporting by applicable alternative investments to the records of the Trust custodian.
6. Assists with the review, preparation and processing of applicable invoices.
7. Assists with the preparation, processing and verification of capital calls related to applicable alternative investments.

401(k) Savings Plan

1. Processes, submits, and verifies participant Pre-Tax, including auto-enrollment and auto-increase, contribution changes and Roth contribution changes. Prepares and transmits weekly employee contribution files to outside contractor.
2. Tracks auto-enrollment and auto-increase notification and eligibility.
3. Monitors processing of hardship, in-service and termination withdrawals.
4. Reviews the monthly Trust statements provided by the Custodian.

Administrative

1. Assists in departmental programs/projects as necessary.
2. Assists in maintaining departmental employee files.
3. Works cooperatively with all levels of personnel.
4. 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.
5. Has thorough working knowledge of Agency policies and procedures.
6. Other duties and responsibilities as assigned.

Qualifications:

1. Bachelor's Degree in Accounting or Business Administration. Significant work experience may be substituted for a portion of the education requirement. (Associates Degree required at a minimum)
2. Minimum two years' experience in accounting or pension administration.
3. Prior knowledge of principles and practices of accounting/pension administration and understanding of state and federal rules and regulations preferred.
4. Proficient in software programs (word processing, spreadsheet, and database), internet applications and utilization of all relevant office equipment. The ability to quickly learn internal software programs.
5. Must be able to work independently as well as in a team environment, prioritize projects and handle confidential information. Must possess excellent communication skills (especially verbal). Must be able to use tact and diplomacy.
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.

How To Apply:

Please visit our website at <http://www.cttransit.com/Careers/> to complete the online application and also attach a cover letter and resume.

**Director of
Facilities**

Full-Time \$86,956.85 - \$104,829.67 annually

06/16/22

07/01/22

Department:

General Administration

Job Description:

This position is responsible for planning, directing, administering, and coordinating CT *transit* facilities maintenance and operation, facility security, hazardous materials handling and reporting and OSHA safety.

***All CTtransit employees are required to be fully vaccinated against COVID-19 and demonstrate at appropriate intervals, that they have received all subsequent doses (Boosters) of the COVID-19 vaccine as recommended by the CDCA's Advisory Council on Immunization Practices as those recommendations may be updated.

Examples of Duties:

1. Responsible for the day-to-day maintenance and security of the Hartford Division building grounds and equipment. This includes coordinating the activities of outside contractors and vendors with the activities of CT *transit* employees in the Hartford, New Haven and Stamford divisions for both routine and emergency maintenance.
2. Responsible for maintaining records of facilities construction and operation in all three Divisions, including "as built" plans, equipment operation manuals, and other technical information.
3. Responsible for the direct supervision of Hartford Division Building Maintainers, including assignment and tracking of work assignments, training, counseling and discipline, and necessary employee recordkeeping.
4. Coordinates with the Division Managers in the New Haven and Stamford Divisions to ensure satisfactory building maintenance and compliance with applicable governmental regulations in all Divisions.
5. Responsible for providing for all applicable training opportunities of maintainers and monitoring completion of required training by maintainers in all Divisions.
6. Closely coordinates with the Construction Manager in the implementation of system-wide facilities capital improvement program, including supervision of construction and installation work as required. This includes developing the annual capital projects list, preparing specifications and estimates for buildings and equipment, preparing technical specifications for construction and equipment procurements, and overseeing construction and installation work.
7. Responsible for planning, development, and administration of the system wide hazardous materials program. This includes providing employee information and training, supervising the use and disposal of hazardous materials and hazardous waste, and maintaining all necessary records including computerized MSDS sheets.
8. Prepares reports, correspondence, and memoranda as a regular job duty. Makes oral presentations and conducts and participates in meetings as appropriate.
9. Performs a variety of general and specialized technical and administrative functions.
10. This position requires the incumbent to be on call 24 hours a day to respond to emergency situations, and to work flexible hours as necessary to oversee work in progress and to properly supervise employees and various private contractors.
11. Work cooperatively with all levels of personnel.
12. 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.
13. Has thorough working knowledge of Agency policies and procedures.
14. Other duties and responsibilities as assigned.

Qualifications:

1. Graduation from high school or satisfactory GED test score. Trade school, vocational, technical training, or an appropriate degree in engineering or other related discipline is desirable, but not required. Possession of trade licenses related to building and equipment operations and maintenance is highly desirable.

2. Five (5) years of relevant experience in building, grounds, and equipment maintenance, including at least three (3) years as a supervisor, foreman or higher level of management are required. Specialized vocational/technical schooling may be substituted for a portion of the work experience.
3. Knowledge of Federal EPA and Connecticut DEEP environmental regulations applicable to transportation infrastructure is highly desirable.
4. This position requires a basic knowledge of management and supervisory principles. The ability to prioritize projects and excellent administrative and communication skills (especially verbal), interpersonal skills, tact, and diplomacy. This includes the ability to deal effectively with other CT*transit* employees at all levels, outside contractors and vendors, government inspectors and officials, and union officials. This position also requires the ability to perform a variety of duties and set realistic priorities.
5. Proficient in software programs (word processing, spreadsheet, and database), Internet applications and utilization of all relevant office equipment. The ability to learn quickly internal software programs. Must be able to handle confidential information.
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.

How To Apply:

To view full job description and apply visit our careers website <https://www.governmentjobs.com/careers/cttransit> Please attach your resume and cover letter with your application.