



Bruno J Fisher, Administrator

Headquarters:

1427R Water Street, Fitchburg, MA 01420

(978) 345-7711 or 1-800-922-5636

Montachusett Regional Transit Authority

Job Description

Position Title: Inspector

Department: Inspections

Reports to: Manager

Employment Status: Full-time 37.5 hours per week, at minimum

Work Hours: TBD based on business needs between the hours of 5:00AM to 4:00PM with possible overtime

FLSA: Non- Exempt

Supervisory Responsibilities: N/A

Position Summary:

Transportation inspectors make daily inspections of vendors and programs, and other modes of transportation to make sure they're running properly, safely and are contractually compliant. Assures all MART contracted transportation provider's vehicles, drivers and monitors operate within the guidelines of their contractual obligations by conducting audits and site inspections.

Essential Functions/Position Responsibilities:

- Checks & monitors email regularly prioritizing and following up on items as required
- Conducts regulatory inspections and investigations, and provides support to alleged or suspected contractual violations
- Inspects vendors to identify non-compliant equipment/procedures and communicates findings in order for office to determine training/retraining relative to the inspection or audit
- Audits all new vendors on boarding processes
- Ensures all inspection and desk audits are entered into database accurately and timely
- Responds to reported vehicle safety violations and potential contractual infractions
- Participates in covert and overt inspections

When duties and responsibilities change, the employee may be asked to perform other duties as required as business needs dictate. Employees are required to identify any changes in their job duties since the descriptions were last reviewed. Additionally, MART may ask that employees conduct a review of their position as part of the performance-evaluation process.

Qualifications:

- High School Diploma or equivalent
- Minimum of 1 year or related experience preferred

- Valid unrestricted driver's license
- Product or industry-specific experience strongly preferred
- Proficiency with computer skills including; Microsoft Office, Outlook, Word, Excel and databases
- Effective oral, written and listening communication skills
- Must maintain confidentiality of private and sensitive information including, CORI, PHI and HIPAA
- Knowledge of tools, concepts, and methodologies of QA desired
- Must be willing and able to work extended hours based on business needs

Skills:

- Excellent organizational and time management skills
- Keen eye for detail
- An aptitude to multi-task in a fast-paced environment
- Applies basic inspection knowledge acquired from on-the-job training (OJT), along with any additional knowledge, skills, abilities
- Ability to work independently and in a team-oriented environment

Working Environment and Physical Demands

PHYSICAL REQUIREMENTS	RARELY (15%)	OCCASIONAL (15%-40%)	FREQUENT (40% - 70%)	CONTINUOUS (OVER 70%)
Ability to work closely with diverse group of people				X
Regular, predictable attendance				X
Ability to sit for extended period			X	
Use of hands and fingers to operate telephone and computer			X	
Moderate noise		X		
Hearing			X	
Dusty Environment		X		
Exposure to Fumes/Odors		X		
Exposure to Heat/Cold Temps			X	
Climbing Stairs		X		
Walking		X		

Stress				X
Standing			X	
Stooping		X		
Bending	X			
Climbing Ladder	X			
Twisting Neck			X	
Reaching/Pulling/Pushing	X			
Lifting 10 lbs. or less		X		
Lifting 40 to 50 lbs.	X			
Driving			X	
Specific Vision Abilities- close vision due to computer work			X	
Color Vision – Ability to identify and distinguish colors			X	
COGNITIVE REQUIREMENTS	RARELY (15%)	OCCASIONAL (15%-40%)	FREQUENT (40% - 70%)	CONTINUOUS (OVER 70%)
Communication Oral				X
Communication Written			X	
Interpreting Skills			X	
Implementing			X	
Evaluating			X	
Organizing			X	
Consulting		X		
Analyzing		X		
Presenting	X			
Supervising	X			
Ability to Deal with Stressful situations		X		

Ability to Deal with Trauma, grief, death	X			
Ability to deal with Public Contact				X
Decision making			X	
Work with Others			X	
Work Alone			X	
Concentration			X	
Comprehend and follow instructions				X
Relate to Others			X	
Influence Others		X		
Perform complex or varied tasks		X		

Special Comments:

Manager Signature: _____ **Date:** _____

Human Resources Signature: _____ **Date:** _____

Printed Employee Name: _____

Employee Signature: _____ **Date:** _____

CC: Personnel File