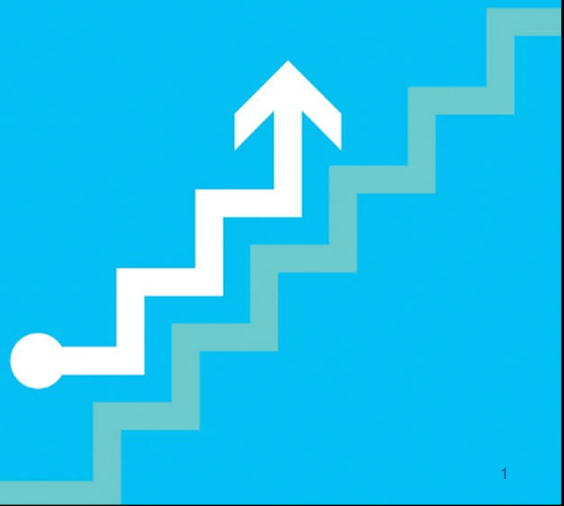


Module 02:

Careers in Transportation and Transit



1

Learning Objectives

- ▶ Describe the range of occupations available in the public transportation/transit industry, & understand the nature of work
- ▶ List advantages and disadvantages of working in public transportation
- ▶ Identify characteristics of hardest-to-fill transit occupations
- ▶ Describe what safety-sensitive positions mean
- ▶ Identify and describe common employability & transferable skills
- ▶ Reflect on personal work values, interests, competencies for determining career choices
- ▶ Identify common career planning resources and tools

2

2

What type of work do you want to do?

► Knowing what you want...

- Indoors or outdoors?
- Interstate or local?
- In a team or independent?
- Managing or supervising?
- Own business or employee?
- Large or small company?
- Close to home or public travel?
- Skilled or unskilled?
- Career and advancement opportunities?
- Weekend work or 9-5 Mon-Fri?
- Long-term or short contract?
- Full-time or part-time?
- Pay range?
- Is training provided by the employer?
- Is job stability important to you?

3

3

What kind of work reflects your values?

- Choose work that reflects your values to gain career satisfaction
- Values are your beliefs about what is important or desirable
- The best career choices are ones that match your values for greater work satisfaction

5

5

Six Categories of Work Values

► Achievement

- Occupations that satisfy this work value are results-oriented and allow employees to use their strongest abilities, giving them a feeling of accomplishment
- Corresponding needs are: Ability, Utilization, and Achievement

► Independence

- Occupations that satisfy this work value allow employees to work on their own and make decisions.
- Corresponding needs are: Creativity, Responsibility, and Autonomy

6

6

What kind of work reflects your values?

► Recognition

- Occupations that satisfy this work value offer advancement, potential for leadership, and are often considered prestigious
- Corresponding needs are: Advancement, Authority, Recognition, and Social Status

► Relationships

- Occupations that satisfy this work value allow employees to provide service to others and work with co-workers in a friendly non-competitive environment
- Corresponding needs are: Co-workers, Moral Values, and Social Service

7

7

What kind of work reflects your values?

► Support

- Occupations that satisfy this work value offer supportive management that stands behind employees
- Corresponding needs are: Company Policies, Supervision: Human Relations, and Supervision: Technical

► Relationships

- Occupations that satisfy this work value allow employees to provide service to others and work with co-workers in a friendly non-competitive environment
- Corresponding needs are: Co-workers, Moral Values, and Social Service

8

8

What kind of work reflects your values?

► Working Conditions

- Occupations that satisfy this work value offer job security and good working conditions
- Corresponding needs: are Activity, Compensation, Independence, Security, Variety, and Working Conditions

9

9

Reflection

► How much training/education is right for you?

- How much do you already have?
- How much are you planning to get?



► Which work values are important to you?

- | | |
|---|---|
| • Achievement <ul style="list-style-type: none">• Ability, Utilization, Achievement | • Relationships <ul style="list-style-type: none">• Co-workers, Moral Values, Social Service |
| • Independence <ul style="list-style-type: none">• Creativity, Responsibility, Autonomy | • Support <ul style="list-style-type: none">• Company Policies, Supervision |
| • Recognition <ul style="list-style-type: none">• Advancement, Authority, Recognition, Social Status | • Working Conditions <ul style="list-style-type: none">• Activity, Compensation, Independence, Security, Variety, and Working Conditions |

10

10

Exempt and Non-Exempt Positions

► The Fair Labor Standards Act (FLSA) requires that employers classify jobs as either exempt or nonexempt. Nonexempt employees are covered by FLSA rules and regulations, and exempt employees are not.

► **Exempt Employees**

- Excluded from minimum wage, overtime regulations
- Typically, executive, supervisory, professional positions

► **Non-Exempt Employees**

- Must be paid at least the federal minimum wage for each hour worked
- Given overtime pay for work beyond 40 hours each week

11

11

Metro Occupations: Exempt/Non-Exempt and Union

Occupation	Exempt/Non-Exempt	CBA
Accessibility Analyst	Exempt	Non-Contract
Accountant	Non-Exempt	Non-Contract
Benefits Technician	Non-Exempt	Non-Contract
Bike Programs Customer Care Agent	Non-Exempt	TCU
Body Repairer	Non-Exempt	ATU
Budget Analyst	Exempt	Non-Contract
Bus Operator	Non-Exempt	SMART UTU
Camera Operator/Screen Process Technician	Non-Exempt	ATU
Data Technician	Non-Exempt	TCU
Engineer	Exempt	Non-Contract
Help Desk Coordinator	Non-Exempt	TCU
Lead Custodian	Non-Exempt	TCU
Machinist	Non-Exempt	ATU
Mail Carrier	Non-Exempt	TCU
Mechanic	Non-Exempt	ATU
Office Assistant	Non-Exempt	Non-Contract
Painter	Non-Exempt	ATU
Passenger Relations Representative	Non-Exempt	TCU
Payroll Clerk	Non-Exempt	TCU
Safety Specialist	Exempt	Non-Contract
Talent Development Specialist	Exempt	Non-Contract
Video Systems Analyst	Exempt	Non-Contract
Web Systems Developer	Exempt	Non-Contract
Welder	Non-Exempt	ATU

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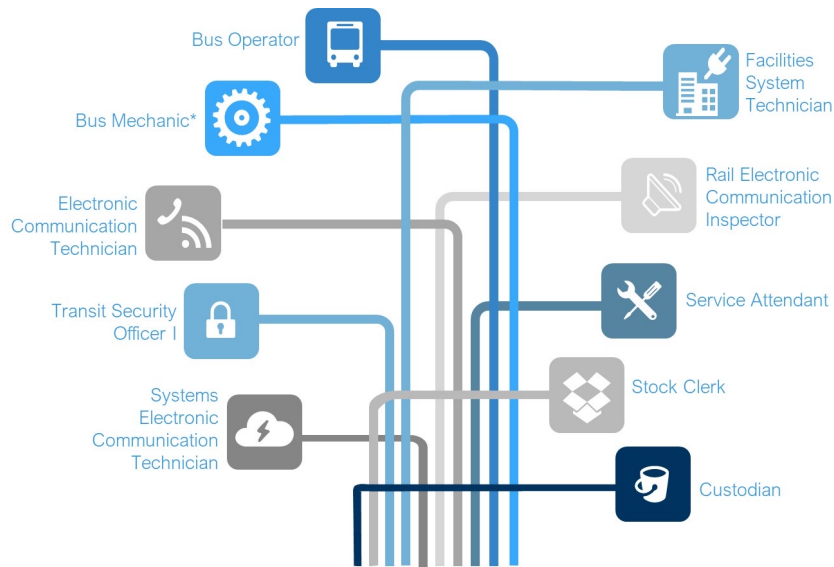
Safety Sensitive Positions

- ▶ Employee has responsibility for their own & or other's safety
- ▶ Omnibus Transportation Employee Testing Act of 1991
- ▶ In 1994, DOT added alcohol testing requirements to its regulations
- ▶ Safety Sensitive Positions:
 - Operating a revenue service vehicle
 - Operating a nonrevenue service vehicle if Commercial Driver's License applies
 - Controlling dispatch or movement of a revenue service vehicle
 - Maintaining a revenue service vehicle or equipment
 - Carrying a firearm for security purposes

13

13

Career Pathways in Transit: High Demand Occupations



14

14

Bus Mechanic

Description	Diagnose, adjust, repair, or overhaul buses and trucks, or maintain and repair any type of diesel engine
Wages	\$25.92/hour (average LA County wage)
Work Experience	2 years' experience as a heavy equipment or automotive mechanic OR
Training/Education	<ul style="list-style-type: none"> • 2-years full-time training OR 1-year full-time training and 1-year experience • Job Zone 3
Other	<ul style="list-style-type: none"> • Non-Exempt • CBA: ATU • Safety-Sensitive • Interests: Realistic, Conventional • Work Styles: Adaptability/Flexibility, Attention to Detail, Dependability, Stress Tolerance, Analytical Thinking • Work Values: Support, Relationships, Achievement

15

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Transportation Workforce Readiness

Bus Operator

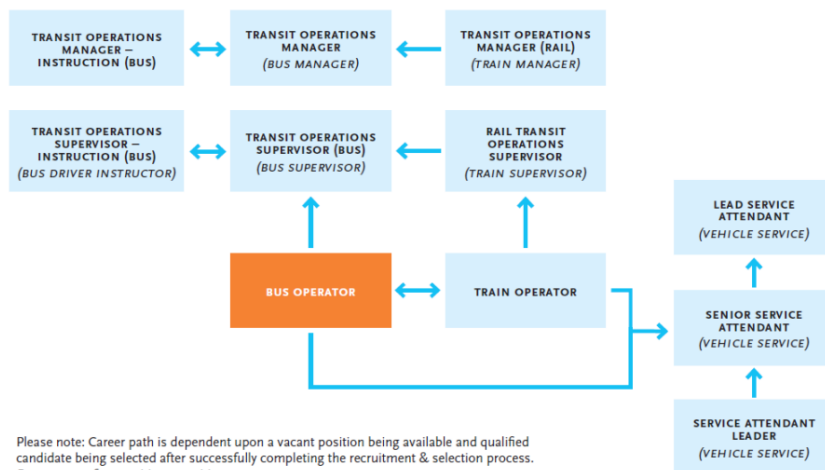
Description	Operates public transit buses, collects fares, transports passengers, and performs safety inspection of bus equipment
Wages	\$19.32/hour (average LA County wage)
Work Experience	6-months working with public or customer service experience
Training/Education	<ul style="list-style-type: none"> Short-term, provided by employer Job Zone 2
Other	<ul style="list-style-type: none"> Non-Exempt • CBA: SMART (UTU) • Safety-Sensitive Interests: Realistic, Social Work Styles: Dependability, Self-Control, Attention to Detail, Concern for Others, Integrity Work Values: Relationships, Support, Independence



16

16

Bus Operator Career Pathway



17

17

Transportation Workforce Readiness

Custodian

Description

Maintains building, divisions, and stations in clean and orderly condition

Wages

\$13.10/hour (average LA County wage)

Work Experience

1-year

Training/Education

- Short-term, provided by employer
- Job Zone 2

Other

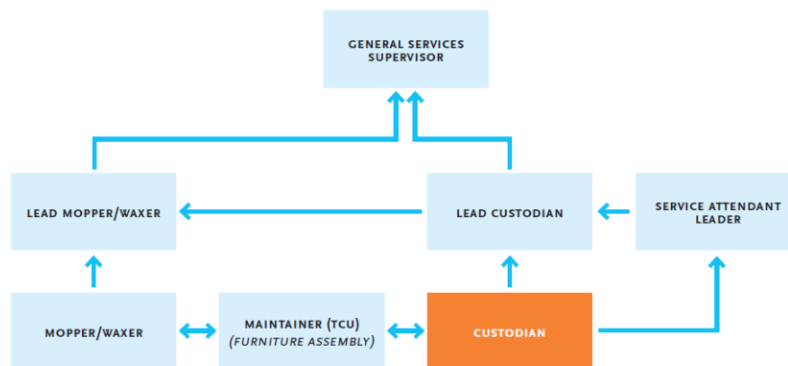
- Non-Exempt
- CBA: TCU
- Interests: Realistic, Conventional
- Work Styles: Independence, Dependability, Attention to Detail, Integrity, Self-Control
- Work Values: Relationships, Support, Working Conditions



18

18

Custodian Career Pathway



Please Note: Career path is dependent upon a vacant position being available and qualified candidate being selected after successfully completing the recruitment & selection process.

19

19

Electronic Communication Technician

Description

Installs, maintains, troubleshoots, and repairs communications and electronic equipment used on buses and other vehicles

Wages

\$36.18/hour (average LA County wage)

Work Experience

3 years OR

Training/Education

- 2-year accredited electronics trade school or college graduate
- Job Zone 3

Other

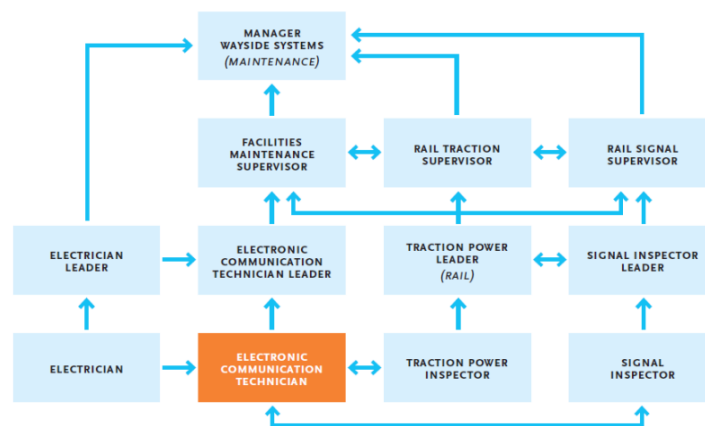
- Non-Exempt • CBA: ATU • Safety-Sensitive
- Interests: Realistic, Conventional
- Work Styles: Attention to Detail, Dependability, Integrity, Cooperation, Independence
- Work Values: Support, Working Conditions, Relationships



20

20

Electronic Communication Technician Career Pathway



Please Note: Career path is dependent upon a vacant position being available and qualified candidate being selected after successfully completing the recruitment & selection process.

21

21

Facilities System Technician

Description

Performs a variety of skilled and semi-skilled repairs, installation and maintenance procedures relating to mechanical and electrical components and systems of Bus & Rail facilities and Headquarters building

Wages

\$28.53/hour (average LA County wage)

Work Experience

4-years (or apprenticeship) or 3-years AND

Training/Education

- Completion of 2-years or more full-time training or education or apprenticeship program may be substituted for 1-year of experience
- Job Zone 3

Other

- Non-Exempt • CBA: ATU • Safety-Sensitive (depends)
- Interests: Realistic, Investigative, Conventional
- Work Styles: Attention to Detail, Dependability, Independence, Analytical Thinking, Adaptability/Flexibility
- Work Values: Support, Working Conditions, Independence



22

22

Rail Electronic Communication Inspector

Description

Performs inspection, testing, installation, maintenance, and repair of electronic equipment on the right-of-way, public area, and other Metro locations

Wages

\$36.48/hour (average LA County wage)

Work Experience

4-years, journey-level OR

Training/Education

- Up to 2-years, full-time trade school or apprenticeship program may substitute for equivalent experience
- Job Zone 3

Other

- Non-Exempt • CBA: ATU • Safety-Sensitive
- Interests: Realistic, Conventional
- Work Styles: Attention to Detail, Dependability, Integrity, Cooperation, Independence
- Work Values: Support, Working Conditions, Relationships

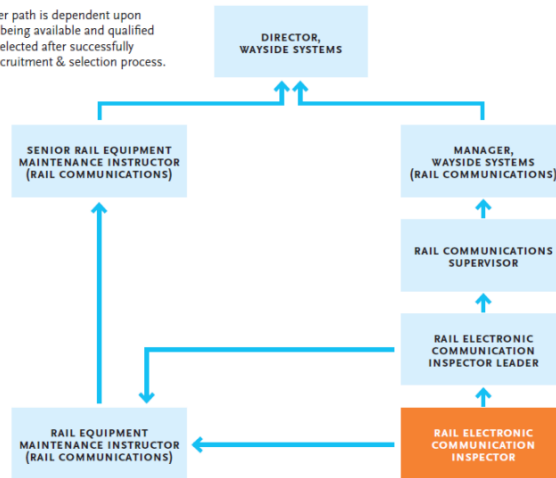


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23

Rail Electronic Communication Inspector Career Pathway

Please note: Career path is dependent upon a vacant position being available and qualified candidate being selected after successfully completing the recruitment & selection process.



24

24

Service Attendant

Description	Performs unskilled servicing and cleaning of revenue and non-revenue equipment, including automobiles, buses, rail cars, and non-revenue rail equipment
Wages	\$16.00/hour (average LA County wage)
Work Experience	1-year full-time (40 hrs/wk) experience which provides familiarity with commercial housekeeping, janitorial, or vehicle servicing procedures
Training/Education	<ul style="list-style-type: none"> High school diploma, GED, or equivalent Job Zone 2
Other	<ul style="list-style-type: none"> Non-Exempt • CBA: ATU • Safety-Sensitive Interests: Realistic, Conventional Work Styles: Attention to Detail, Self-Control, Dependability, Analytical Thinking, Integrity Work Values: Support, Relationships, Independence

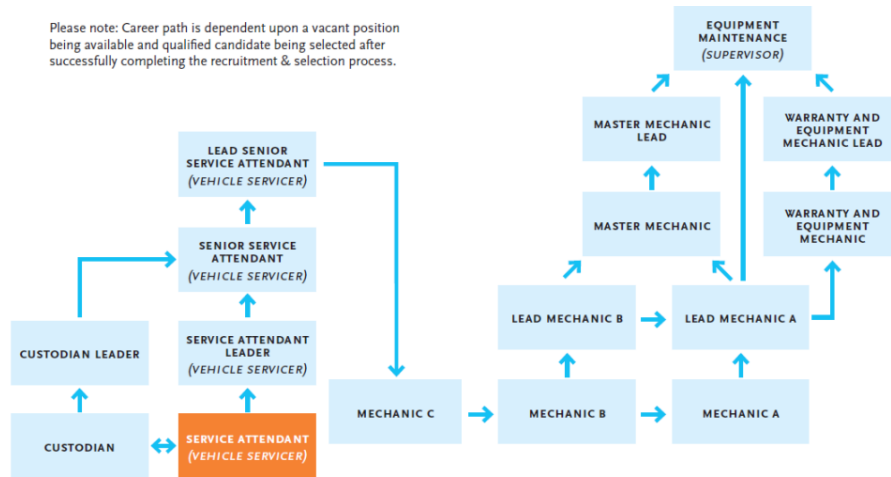


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25

Service Attendant Career Pathway

Please note: Career path is dependent upon a vacant position being available and qualified candidate being selected after successfully completing the recruitment & selection process.



26

26

Stock Clerk

Description	Receives, stores, monitors, orders, issues, and maintains computerized inventory records of vehicle parts and other materials.
Wages	\$11.37/hour (average LA County wage)
Work Experience	1-year OR
Training/Education	<ul style="list-style-type: none"> • Short-term, provided by employer • Job Zone 2
Other	<ul style="list-style-type: none"> • Non-Exempt • CBA: TCU • Interests: Realistic, Conventional • Work Styles: Dependability, Attention to Detail, Integrity, Cooperation, Self-Control • Work Values: Support, Relationships, Independence

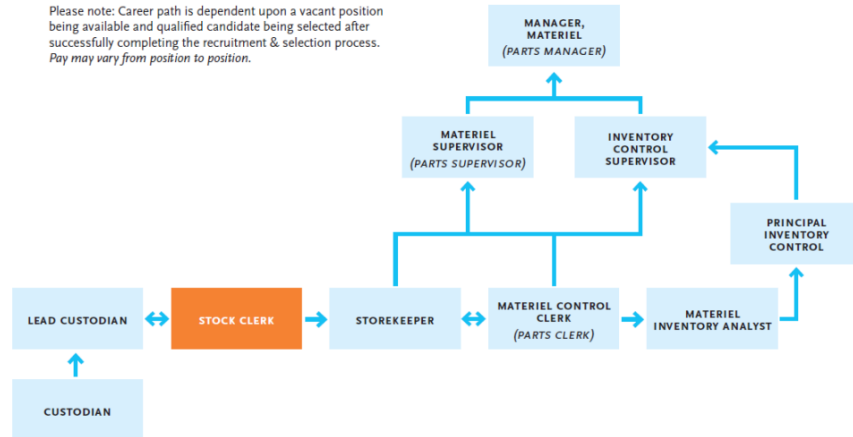


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27

Stock Clerk Career Pathway

Please note: Career path is dependent upon a vacant position being available and qualified candidate being selected after successfully completing the recruitment & selection process.
Pay may vary from position to position.



28

28

Systems Electronic Communication Technician

Description	Installs, maintains, repairs and modifies advanced communications systems carrying voice, data and video information
Wages	\$36.18/hour (average LA County wage)
Work Experience	4-years, journey-level OR
Training/Education	<ul style="list-style-type: none"> Up to 2-years, full-time trade school or apprenticeship program may substitute for equivalent experience Job Zone 3
Other	<ul style="list-style-type: none"> Non-Exempt • CBA: ATU Interests: Realistic, Investigative, Conventional Work Styles: Dependability, Integrity, Attention to Detail, Cooperation, Adaptability/Flexibility Work Values: Support, Independence, Working Conditions

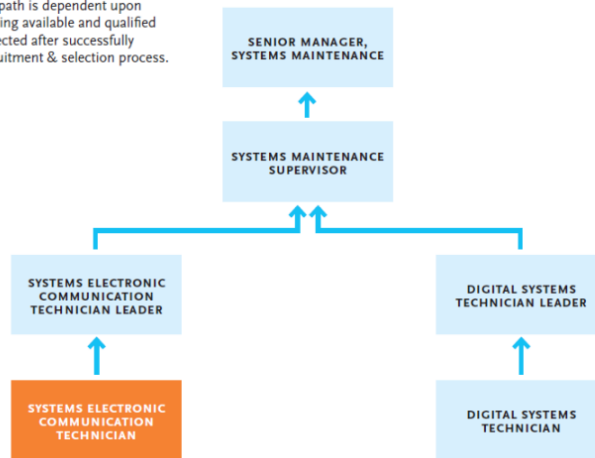


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Systems Electronic Communication Technician Career Pathway

Please note: Career path is dependent upon a vacant position being available and qualified candidate being selected after successfully completing the recruitment & selection process.



30

30

Transit Security Officer

Description

Protect and police transit property, employees, or passengers

Wages

\$28.62/hour (average LA County wage)

Work Experience

Training/Education

- High School Diploma, GED, or Equivalent
- Job Zone 2
- On the Job Training
- Requires special permits

Other

- Non-Exempt • CBA: Teamsters • Safety-Sensitive
- Interests: Realistic, Conventional, Enterprising
- Work Styles: Integrity, Dependability, Self-Control, Attention to Detail, Cooperation
- Work Values: Support, Relationships, Independence

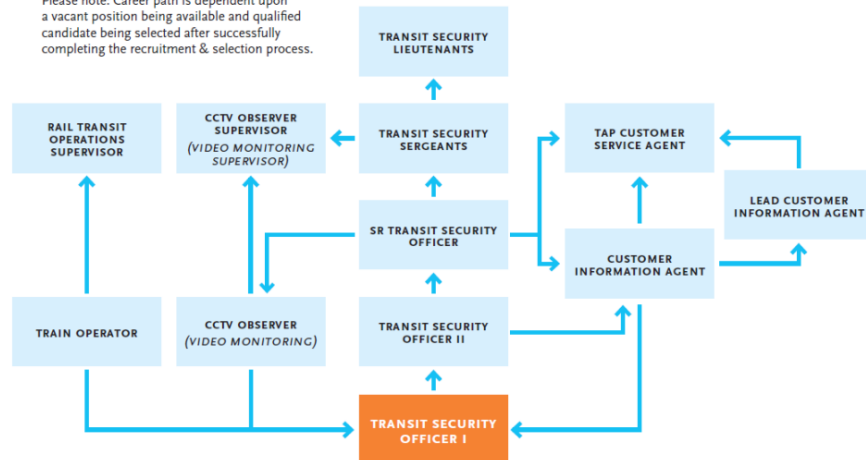


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Transit Security Officer Career Pathway

Please note: Career path is dependent upon a vacant position being available and qualified candidate being selected after successfully completing the recruitment & selection process.



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Activities

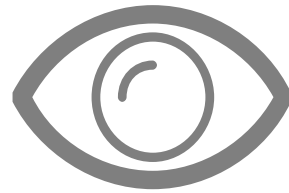
- ▶ Now it's time to recognize your interests, values, work styles and competencies (skills and abilities)
- ▶ You can use the results to your advantage:
 - For selecting or re-affirming your career is one that will bring your personal and professional satisfaction
 - For confidence in knowing what you are skilled in

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Vision Requirements - Uncorrected Vision

- ▶ Some occupations in transportation require you to pass a vision test. Most commonly, this is a requirement to get a Commercial Drivers License (CDL). A medical card is required for obtaining and keeping a CDL and there are vision requirements to obtain the card.
- ▶ To qualify: You must have a distant visual acuity of at least 20/40 with or without corrective lenses:
 - see at least 20/40 with both eyes together
 - see at least 20/40 with the right eye
 - see at least 20/40 with the left eye.
 - Monovision is a disqualification
 - Use of a contact lens in one eye for distant visual acuity and another lens in the other eye for near vision is not acceptable, nor are telescopic lenses



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34

Online Vision Exams

▶ [Sneller Eye Chart](#)

diecidecimi

Instructions

- Measure the length of the blue line above
- Enter the value in centimeters in the box
- Enter the distance in meters from the screen, to which you want to test
- Press Ok

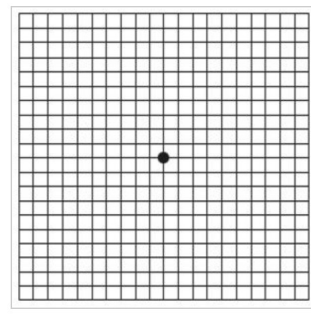
Line length (cm):

Distance from the screen (m):

Ok

This online test of the Sneller Eye Chart substitutes for the common eye test exam you take at the DMV or optometrists office

▶ [Amsler Grid](#)

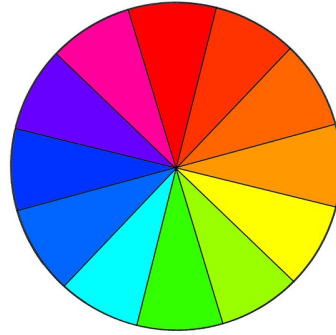


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Vision Requirements - Color

- ▶ Some occupations in transportation require you to pass a color test.
- ▶ These include occupations working with color-coded wires (Electricians, Electronics Technicians), interpreting charts, signs, other things you must observe that are color coded (Transit Video Surveillance Officer).



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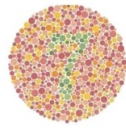
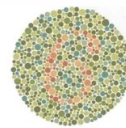
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Online Color Blind Test

▶ Ishihara Test



Look at the pictures below, and enter the numbers that you see in the corresponding left boxes.

Number: <input type="text"/>	
Number: <input type="text"/>	

37

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Employability Skills

- ▶ Increasing need to be able to adapt to changes in the job market, occupations, and careers
- ▶ Skills needed to gain, keep, and progress in careers
- ▶ Examples: communication, problem solving, technology, teamwork, self-management

While employability skills are not new, the emphasis on employers requiring these skills and attributes is increasing.

Source: Job Search Guide. Government of Western Australia Department of Training and Workforce Development.

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3 Types of Employability Skills

- ▶ **Technical Skills** - specialized skills and knowledge required to perform specific duties
 - *word processing, driving a forklift, specific software skills*
- ▶ **Transferable skills** are the basic skills required to perform a variety of tasks
 - They can be 'transferred' from one area of work or occupation to another
 - *working under pressure, reliability, initiative*
- ▶ **Personal skills** are the individual attributes you have such as attitudes, personality, work habits, and style of operation or "work style"
 - *working under pressure, reliability, initiative*

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Common Employability Skills



- ▶ The most common employability skills sought by employers. They include technical, transferrable, and personal skills.
- ▶ The National Network of Business and Industry Associations, a collaboration of the 20+ largest industry associations in the country, have agreed upon a set of common employability skills. They include:
 - **Personal Skills** - such as *initiative, dependability, professionalism*
 - **People Skills** - such as *teamwork, communication, respect*
 - **Critical/Analytical Thinking**
 - **Workplace Skills** - such as *planning and organizing, decision making, and problem solving*

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Activity - Employability Skills Self-Assessment

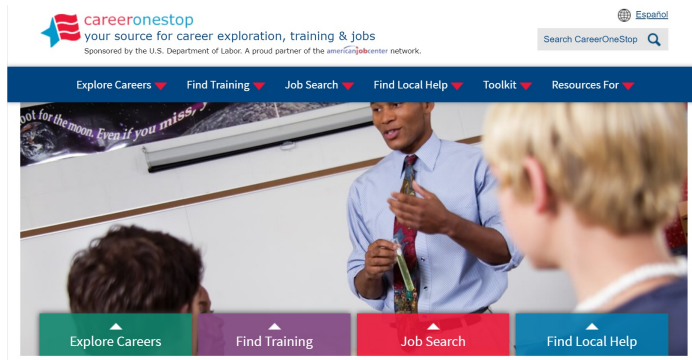
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Career Development Tools

► Career OneStop

Learn about careers, find career information, and locate career resources and advice. [CareerOneStop](https://www.careeronestop.org) is sponsored by the U.S. Department of Labor, Employment and Training Administration.



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Career Development Tools

► O*NET Interest Profiler

[O*NET Interest Profiler](https://onetest.net) is a family of self-assessment career exploration tools that can help clients discover the type of work activities and occupations that they would like and find exciting. It is sponsored by the U.S. Department of Labor, Employment and Training Administration.



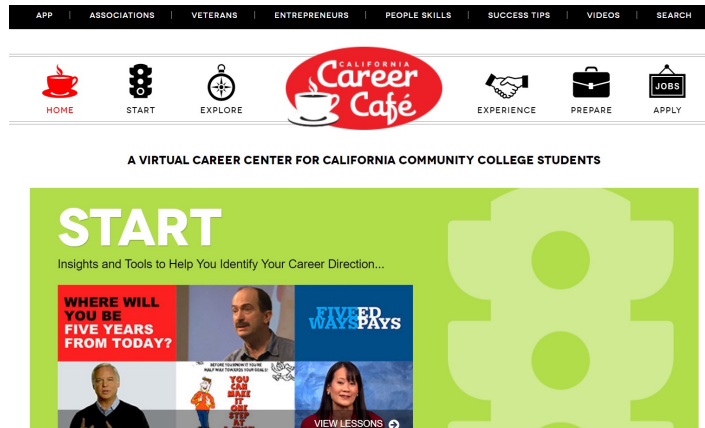
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Career Development Tools

► California Career Cafe

The [California Career Cafe](#) is a Virtual Career Center open 24/7 bringing you insights and tools for success. Although it is tailored for community college students – many of the resources and activities are useful to anyone.



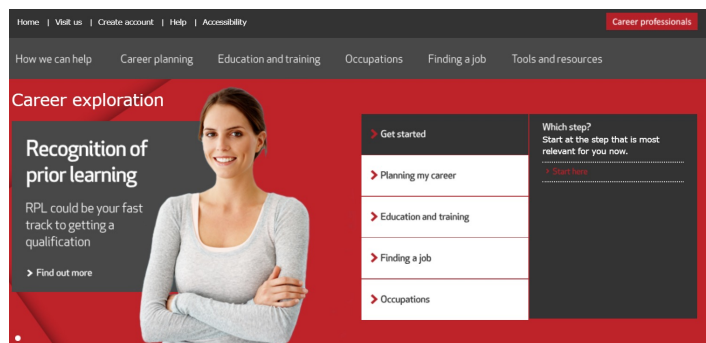
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Career Development Tools

► Jobs & Skills WA - Career Exploration

Even though this resource was developed in Australia, many of the career exploration tools apply to most occupations and are helpful for anyone. If you create an account, you can save your exploration work.



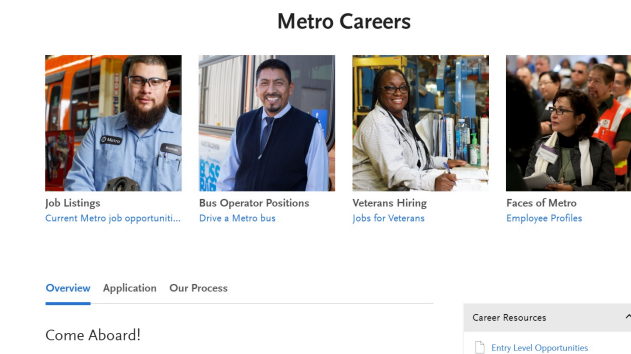
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Career Development Tools - Transit Example

In addition, most large transit agencies have dedicated online resources for people beginning a career in transit.

LA Metro [Careers](#)



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Activities

► When completing these activities:

- Be open-minded and open to new possibilities
- Focus on what's most important to you and re-visit what you've thought was important in the past
- Remember - it's worth taking time to identify your interests, skills, and values

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Homework - Prepare!

- ▶ Complete the Personal SWOT Analysis (Handout)

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