



62 Federal Rd., Danbury, CT 06810 | 203.744.4070 | [info@hartransit.com](mailto:info@hartransit.com)

## **Career Opportunities**

### **BUS OPERATORS**



HARTransit is now accepting applications for full and part-time bus operators.

Seeking: courteous, customer service oriented and dependable individuals to safely operate our buses and provide the highest quality of service to our riders and community. Full time and part time driver positions open. CDL class A or B with PF, PS, PA or PV endorsements with no air brake restrictions.

Insurance and retirement benefits.

Call 203-744-4070 x133, stop by our office, or download an application below.

**[Learn how to get a commercial driver's license \(CDL\) in Connecticut>](#)**

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### **PROCUREMENT SPECIALIST**

Under the direction of the Chief Executive Officer, The Procurement Specialist is responsible for developing and managing the direction of procurement including the daily operation, execution, and coordination of the procurement functions.



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Serves as the agency's Procurement Officer in accordance with HARTransit's Procurement Manual. Ensures compliance of procurement projects with Federal, State, and Local regulations. Develops project specifications and formal solicitations. Oversees pre-bid and pre-proposal meetings. Reviews all bids/proposals received to verify that required certifications and forms are signed and valid, bonds (if required) are adequate and valid, and insurance certificates are compliant. Presides over evaluation meetings. Attend demonstrations for equipment/systems being procured.

Conducts cost/price analyses as necessary and ensure that they are performed for all negotiated procurements, sole-source procurements, single bids and change orders. Conducts negotiations with proposers or single bidders and recommends contract award to the Chief Executive Officer and the Board of Directors.

Performs Pre-Award Audits and Post-Delivery Audits. Oversees the contract signing process including any contract clause changes, deletions or additions. Monitor contractors for adherence to the contract. Performs periodic audits of Davis-Bacon records for construction contracts awarded by HARTransit. Reviews protests or disputes and provides decisions on behalf of HARTransit.

Reviews Federal, State and Local contracting and procurement regulations and updates HARTransit Procurement Manual as necessary.

Coordinates with Chief Financial Officer on inventories, asset disposals, federal reporting (including but not limited to MPRs, FFRs and NTD) and grant balances to ensure that funding is in place for all capital purchases.

Assumes additional responsibilities as assigned.

## **QUALIFICATIONS:**

**Education:** High school diploma or equivalent required. Bachelor's degree in Contract Law, Business Law, Business Administration, Public Administration or related field preferred and may substitute for experience.

**Experience:** Minimum five years' (three years with bachelor's degree) experience in procurement and/or contracting duties. Knowledge and familiarity with Federal, State and Local procurement laws, principles and contracting requirements are preferred along with experience as applicable to mass transportation. Must have experience in contract negotiations and possess good oral and written skills and analytical abilities.



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Computer skills: Should have advanced word processing, spreadsheet, presentation and database software skills as well as be able to use specific software related to functional areas of responsibility.

Other skills: Must be proficient in written and spoken English. Requires ability to handle numerous activities at one time. Must possess strong organizational skills involving research, analysis and math. Must have valid driver's license.

HOURS: 40  
Reg, FT, M

Salary: 75,000 to 80,000 Annual

Please submit resume and cover letter. Details below.

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To download an application online go to:

[\*\*Employment Application>\*\*](#)

*(FIRST save application pdf to your computer, THEN fill out and save again and email or print & mail to return.)*

To mail/fax/email completed application / and or resume and cover letter:

HARTransit

Human Resources

62 Federal Road

Danbury, CT 06810

Fax: 203-744-0764

Email: [deneenb@hartransit.com](mailto:deneenb@hartransit.com)

Office Hours: M-Th 8:30-4:30 Fr 8:30-1:00

Phone: 203-744-4070 ext. 133



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## **EOE M/F/H/V**

In compliance with Federal and State equal opportunity employment laws, qualified applicants are considered for all positions without regard to race, religion, color, gender, national origin, age, marital status, or non-job related disability.

**[HARTransit Equal Employment Opportunity / Affirmative Action Policy>](#)**

Subject to mandatory pre-employment and random drug and alcohol testing.

[Employment Application](#) (PDF)

*(FIRST save application pdf to your computer, THEN fill out and save again and email or print & mail to return.)*