



July 2023  
FLSA: Non-Exempt  
Grade: 38  
Salary Range: \$60,227 - \$79,254

## **TRANSIT SUPERVISOR**

### **DEFINITION**

Under general direction, plans, schedules, assigns, reviews, and supervises the work of staff performing transit operations duties; plans and coordinates a comprehensive transit operations program; serves as a liaison among operators, dispatchers, and management to ensure safe and consistent service delivery; provides complex staff assistance to management staff in areas of expertise; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from assigned management personnel. Exercises direct supervision over technical staff.

### **CLASS CHARACTERISTICS**

This is a full supervisory-level class that exercises independent judgment on diverse and specialized transit activities with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of staff and for providing technical support to management in a variety of areas. Performance of the work requires the use of independence, initiative, and discretion within established guidelines.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so qualified employees can perform the essential functions of the job.*

- Plans, organizes, assigns, supervises, and reviews the work of transit operations staff; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion activities.
- Participates in the development of goals, objectives, policies, and procedures for assigned services and programs; recommends and implements policies and procedures including standard operating procedures for assigned operations.
- Monitors activities of the transit operations work unit; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Coordinates assigned services and operations with other divisions and outside agencies.
- Participates in annual budget preparation; identifies resource needs; prepares detailed cost estimates with appropriate justifications; monitors expenditures.
- Provides staff assistance to management; prepares and presents staff reports and other written materials; supervises the establishment and maintenance of reports, records, and files; ensures the proper documentation of operations and activities.

- Answers questions and provides information to the public; investigates and responds to complaints and inquiries from citizens, other departments, and agencies; recommends corrective actions to resolve issues.
- Compiles comprehensive and timely investigation reports of collisions, incidents, and unusual occurrences; ensures operator documentation is complete.
- Organizes and conducts classroom and behind-the-wheel safety and training sessions.
- Coordinates with management for the maintenance and repair of vehicles.
- Ensures vehicles are equipped properly for individuals with special needs.
- Maintains files, databases, and records related to transit operations; prepares a variety of written reports, memoranda, and correspondence.
- Represents the District in meetings with members of other public and private organizations, community groups, contractors, developers, and the public.
- Ensures staff observe and comply with all District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of employee supervision including work planning assignment, review, and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Basic principles and practices of budget administration and monitoring.
- Principles, practices, methods, and techniques of transit operations.
- Transit routes and streets in service area.
- Operation of transit busses.
- Safe driving techniques for various road and weather conditions.
- Americans with Disabilities Act and related available supports to assist the elderly and those with special needs.
- Applicable federal, state, and local laws, rules, regulations, and procedures relevant to assigned areas of responsibility.
- Principles and procedures of record keeping.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

### **Ability to:**

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, procedures, and standards relevant to work performed.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solutions.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Apply proper driving procedures in snowy, icy, mountainous, steep, and winding conditions, often with blind corners and/or low visibility.
- Chain bus tires in wet, cold, muddy, and low visibility conditions.
- Navigate traffic, pedestrians, skateboards, scooters, bikes, and inattentive individuals.
- Respond to complaints or inquiries from citizens, staff, and outside organizations.
- Read, understand, and interpret blueprints, plans, and specifications.
- Prepare clear, effective, and accurate reports, correspondence, and other written materials.
- Maintain accurate logs, records, and written records of work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Education:

- Equivalent to completion of the twelfth (12<sup>th</sup>) grade.

Experience:

- Five (5) years of increasingly responsible experience in transit operations of which two (2) years should be in a supervisory or lead capacity.

**Licenses and Certifications:**

- Possession of a valid California or Nevada Driver's License, to be maintained throughout employment.
- Possession of, or successful acquisition within 60 days of employment, a valid "Class A" or "Class B" Commercial Driver's License with Air Brake and Passenger Endorsements, to be maintained throughout employment.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to

operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.