

TRANSIT SUPERVISOR

PURPOSE

To plan, organize and coordinate transportation operations including the Dixon Read-Ride Program; to coordinate with other governmental and transit agencies regarding intercity and intracity transportation programs; to perform a variety of technical level tasks related to assigned area of responsibility.

WORKING CONDITIONS

Work is generally performed in an office setting; however, training and driving activities involve exposure to variable weather, odors and fumes. May be subject to occasional evening and weekend hours.

PHYSICAL DEMANDS

Work emphasizes speech, hearing, vision and manual dexterity, as well as prolonged sitting, moderate lifting, reaching, stooping, pulling and pushing activities.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Public Works Administrator.

Exercises direct supervision over Transit Drivers and Dispatchers.

DISTINGUISHING CHARACTERISTICS

Transit Supervisor has the responsibility for providing first line supervision to staff as well as the overall responsibility for coordinating the activities of Dixon Transit Programs.

ESSENTIAL JOB FUNCTIONS – Duties may include, but are not limited to, the following:

Recommends and assists in the implementation of goals and objectives; establishes schedules and methods for transportation programs; implements policies and procedures.

Assists with the development and implementation of transportation programs.

Evaluates operations and activities of assigned responsibilities; recommends improvements and modifications; prepares various reports on operations and activities.

Plans, prioritizes, assigns, supervises and reviews the work of assigned personnel; establishes and maintains work schedules.

Reviews requests for transit service; determines appropriate routes; and establishes master schedules for weekly and daily service.

Trains and ensures that Transit Drivers and Dispatchers are trained on how to safely operate the paratransit vehicle, transport passengers, conduct daily vehicle checks as prescribed by state standards, and other related items in accordance with Federal and State regulations and safety guidelines.

Receives and resolves daily and/or minor operational issues regarding the transit system; coordinates the inspection and repair of transit vehicles in accordance with Federal and State regulations and ensures proper documentation.

Maintains records, gathers data, compiles statistics and prepares documents.

Represents the function on committees, outside organizations, and at staff subcommittees as necessary; coordinates transportation activities with other divisions and outside agencies.

Answers questions and provides information to the public; investigates complaints and recommends corrective action as necessary to resolve complaints.

May assist with the development and monitoring of budget and grants.

Builds and maintains positive working relationships with co-workers, other City employees and the public using principles of good customer service.

OTHER JOB FUNCTIONS

Fills in, as necessary, driving Read-Ride vehicles and performing the duties of a Transit Driver and/or Dispatcher.

Performs related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge and Abilities:

Knowledge of principles and practices related to transit operations; pertinent local, State and Federal laws, ordinances and rules; California Vehicle Code applicable to the operation of vehicles for the transportation of passengers; principles and practices of supervision; technical report writing; principles of effective customer service; modern office procedures, methods and computer equipment.

Ability to organize, implement and direct transit program activities; interpret and explain pertinent program and department policies and procedures; develop and recommend policies and procedures related to assigned operations; establish and maintain effective working relationships with those contacted in the course of work; supervise, train and evaluate assigned personnel; interpret and apply Federal, State and local laws, rules and regulations; analyze a variety of administrative and technical issues and adopt effective courses of action; compile data, maintain accurate records and prepare clear and concise reports.

Education and Experience:

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. Typical ways to obtain the knowledge and abilities would be:

Education: Equivalent to an Associate's degree from an accredited college with major course work in business administration, public administration, or related field.

Experience: Two years of progressively responsible experience involving transit related activities, including one year coordinating programs and supervising staff.

Other Requirements:

Possession of a valid Class C California Driver's License at the time of appointment and a satisfactory driving record as a condition of initial and continued employment.

Possession of, or ability to obtain, a valid California Class B Driver's License with passenger endorsement and a California Highway Patrol General Public Paratransit Vehicle (GPPV) Certificate within 90 days of appointment.

Satisfactory completion of a DMV medical exam including drug screen and a background check are conditions of employment.

Must submit to random drug and alcohol testing.

Must submit to fingerprinting process.

The ability to speak Spanish is highly desirable.