



## TRANSPORTATION SUPERVISOR

### **Definition:**

Under the administrative direction of the Assistant City Manager, manages the transit function and staff in order to provide transportation services to the community of Duarte.

### **Essential Job Duties:**

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Supervises the day-to-day operations of the City's fixed route transit system and serves as a backup bus driver.
2. Plans transit services including the design of routes and schedules, ordering equipment, writing specifications for new vehicles, ensuring compliance with federal, state and local requirements, and adherence to budgetary constraints.
3. Supervises bus drivers, conducts or provides safety and other training programs, hires, trains, and evaluates personnel, takes disciplinary action when necessary, and prepares performance evaluations.
4. Writes reports on transportation program activities including maintenance records on vehicles, expenditure summaries, accident investigations, and activity reports.
5. Oversees the maintenance program for all city vehicles, supervises safety and maintenance inspections, maintains records, and arranges for procurement, service, and repair of vehicles.
6. Investigates complaints and accidents, determines appropriate course of action, and resolves problems.
7. Attends a variety of meetings related to transportation programs and coordinates activities with a variety of county, state, and federal agencies.
8. Performs other related duties as required.

### **Minimum Knowledge, Skill and Ability:**

#### **Knowledge of:**

- Planning and management of transit systems operations and vehicle fleet maintenance.
- The requirements and limitations of county, state, and federal funding sources.
- Two-way radio systems, including installation, operation, and maintenance.
- Methods, techniques, industry standard practices, and City procedures governing municipal transit practices.
- Principles of report preparation.
- Relevant mathematical principles and functions and professional writing techniques.
- Office procedures, methods, and equipment, including computers and applicable software applications, such as word processing, spreadsheets, and databases.
- Functions, policies, and procedures of relevant departments and/or operations.
- English usage, spelling, grammar, and punctuation.

**Skill and Ability to:**

- Plan, organize, prioritize, and perform duties as assigned with minimal supervision.
- Operate standard office equipment, a personal computer, and relevant software in a Mac environment.
- Interpret and apply department policies and procedures.
- Communicate clearly and concisely, both orally and in writing.
- Research and compile information.
- Maintain extensive records.
- Establish and maintain effective working relationships with the public and all levels of staff and management.
- Successfully adapt in a high-volume, fast-paced working atmosphere with multiple activities.

**Training and Experience:**

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities could be considered qualifying. A typical way to obtain the knowledge, skills, and abilities would be an excellent driving record (current DMV Driver's Record printout required with application), graduation from high school, and two years supervisory experience with transit system operations. One year of experience with fleet vehicle maintenance.

**Licenses and Certificates:**

Must be in possession of and submit photocopies with application of a valid California driver's license with a clean driving record.

**Physical Requirements and Working Conditions:**

- Requires vision (which may be corrected) to read small print.
- Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Performs lifting, pushing, and/or pulling which does not exceed 75 pounds and is an infrequent aspect of the job.
- Subject to inside environmental conditions.
- May be required to work at a computer for prolonged periods.
- May be required to use personal vehicle in the course of employment.
- May be required to work evenings and on weekends.