



# Title: Route Check Supervisor

FLSA Status: Non-Exempt

## BRIEF DESCRIPTION:

The purpose of this position is to supervise the staff for the District's data collection with respect to the Federal Transit Administration's (FTA) required National Transit Database (NTD) report, by planning, organizing and directing the Route Checkers. This is accomplished by managing staff, coordinating with other divisions on special surveys, and ensuring continuous improvement of data collection efforts. Other duties may include providing administrative support, reviewing compliance discrepancies and reporting requirements.

## ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	L	Administers and supervises employees by planning, organizing, and directing staff, training, and counseling staff, verifying data and reporting for consistency and accuracy, and conducting performance evaluations, meetings, and field supervision.	30%
2	L	Creating, organizing, preparing, and assigning work on bus/light rail vehicles stations, and transfer centers and ensuring assignments are in compliance with federally mandated requirements and guidelines.	30%
3	L	Coordinates information tracking and reporting by reviewing and analyzing transit data collection, organizing and maintaining hard copy and electronic records and files, maintaining databases, generating reports/information for service implementation, and ensuring data consolidation is in compliance with mandates.	25%
4	S	Reviews and analyzes programs, policies, and procedures by ensuring reporting requirements are in compliance, facilitating new hire orientation training, monitoring program compliance, and developing and implementing guidelines, manuals and materials.	15%

## JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two (2) year associate's



	<p>degree, diploma or equivalent from an accredited college, technical, business, vocational, or correspondence school in Liberal Arts or Sciences or a related field. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.</p> <p>Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.</p>
Experience	A minimum of three (3) years of increasingly responsible administrative, transit scheduling or planning experience, including some lead or supervisory experience.
Supervision	Work requires supervising and monitoring performance for a regular group of employees or department including providing input on hiring/disciplinary actions and work objectives/ effectiveness, performance evaluations, and realigning work as needed.
Human Collaboration Skills	Work requires regular interaction involving exchange and receipt of information.
Freedom to Act	The employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.
Technical Skills	Basic: Work requires the use of standard technical skills appropriate to the work environment of the organization.
Budget Responsibility	Position has no fiscal responsibility.
Reading	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math	Basic - Ability to perform the four basic arithmetic operations (addition, subtraction, multiplication, division). Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Writing	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Certification & Other Requirements	



<b>KNOWLEDGE</b>
<ul style="list-style-type: none"><li>• Methods and techniques of conducting surveys.</li><li>• Principles of supervision and training.</li><li>• Bus and light rail operating schedules.</li><li>• Service scheduling and run-cutting principles.</li><li>• Transit operations, services, vehicles and fare structure.</li></ul>

<b>SKILLS</b>
<ul style="list-style-type: none"><li>• Advanced word processing, spreadsheet, presentation and database software.</li><li>• Specialized software related to functional area.</li></ul>

<b>ABILITIES</b>
<ul style="list-style-type: none"><li>• Plan route checker assignments and schedules.</li><li>• Coordinate work schedules of the route checkers with bus and light rail operations.</li><li>• Interact with various departments within the agency to perform duties.</li><li>• Apply independent judgment and initiative in developing solutions to problems.</li><li>• Prepare responses to individual route checker requests.</li><li>• Communicate information in a manner that is clear, concise, and effective.</li><li>• Read and interpret street maps.</li><li>• Obtain knowledge of transit operations, services, vehicles, and fare structure.</li><li>• Coordinate the collection of ridership data for Federal Transit Administration compliance.</li><li>• Coordinate specific route/segment ridership, running time surveys, and various special survey requests.</li><li>• Organize and maintain data and surveys.</li><li>• Interface courteously and tactfully with employees and the public.</li></ul>



**OVERALL PHYSICAL STRENGTH DEMANDS:**

-Physical strength for this position is indicated below with "X"-

Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C Continuously 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	Observing work site; observing work duties; communicating with co-workers
Sitting	F	Desk work, meetings
Walking	F	To other departments/offices, around work site
Lifting	R	Files
Carrying	O	Files
Pushing/Pulling	R	File drawers
Reaching	F	For files
Handling	C	Paperwork
Fine Dexterity	C	Computer keyboard, telephone keypad, calculator
Kneeling	N	
Crouching	R	Retrieving items from lower shelves/ground
Crawling	N	
Bending	R	Filing in lower drawers; retrieving items from lower shelves/ground
Twisting	O	Getting inside vehicle
Climbing	F	Stairs
Balancing	N	
Vision	C	Reading; computer screen; driving; observing work site
Hearing	F	Communicating via telephone/radio; to co-workers/public; listening to equipment
Talking	F	Communicating via telephone/radio; to co-workers/public
Foot Controls	O	Driving
Other (specified if applicable)		

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Calculator, telephone, fax machine, vehicle, computer and associated hardware and software.



**ENVIRONMENTAL FACTORS:**

<b>C</b> Continuously	<b>F</b> Frequently	<b>O</b> Occasionally	<b>R</b> Rarely	<b>N</b> Never
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<b>D</b> Daily	<b>W</b> Several Times Per Week	<b>M</b> Several Times Per Month	<b>S</b> Seasonally	<b>N</b> Never
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-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	M
Extreme Temperatures	M
Noise and Vibration	M
Wetness/Humidity	S
Physical Hazards	N

(1) N/A

**PROTECTIVE EQUIPMENT REQUIRED:**

**NON-PHYSICAL DEMANDS:**

<b>F</b> Frequently From 1/3 to 2/3 of the time	<b>O</b> Occasionally Up to 1/3 of the time	<b>R</b> Rarely Less than 1 hour per week	<b>N</b> Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 2 below)	N

(2) N/A

**PRIMARY WORK LOCATION:**

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.