



Title: Transportation Superintendent-Bus

FLSA Status: Exempt

BRIEF DESCRIPTION:

The purpose of this position is to oversee the performance and daily operations of bus transportation services to the public and the District’s Operations training programs. This is accomplished by providing supervisory and administrative oversight, and reviewing and analyzing program policy and procedure. Other duties include managing emergency response situations, assisting with the budget, and completing special projects as assigned. Specific responsibilities in the daily operations and training programs administration depend on assignment and incumbents may be cross-trained or reassigned as necessary.

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 Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	(L) Light Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	(M) Medium Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	(H) Heavy Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	(V) Very Heavy Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.
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#	Code	Essential Functions	% of Time
1	S	<p><u>Daily Operations of Transportation Services:</u> Assists in the overall day to day management of the transportation department by monitoring operations and ensuring effective and consistent operating practices; developing and monitoring schedules; participating in work plan development/personnel utilization and staff assignments; monitoring and authorizing payroll adjustments; investigating and correcting payroll deficiencies; serving as the departmental liaison with labor unions, other departments and agencies; coordinating the handling of passenger service complaints and emergencies; collecting, compiling and analyzing related data and preparing reports; and administering the Collective Bargaining Agreement as it applies to the department’s service.</p> <p><u>Operations Training Administration:</u> Administers the District’s Operations Training programs by planning and organizing a program for the instruction of new operators; re-instruction of veteran operators, and other RT employees, as needed, in the proper and safe method of operating transit buses in accordance with RT’s policies and procedures; coordinating the utilization of operator in-line trainers for training new operators; determining objectives, goals, and methods of instruction for curriculum and lesson plans, functioning as a resource, facilitator, or instructor, and participating in operator and other technical training as needed; administering the Department of Motor Vehicles Employer Testing</p>	50%



		and Pull Notices Programs; collecting, compiling and analyzing related data in order to identify training needs and program effectiveness and ensure compliance with applicable laws and regulations.	
2	S	Provides supervisory and administrative oversight by establishing and reviewing employee performance standards, conducting evaluations with supervisory staff; developing performance improvement plans and administering discipline when appropriate; participating in the selection of staff; conducting investigations and holding grievance hearings, and acting as a hearing officer and rendering decisions regarding labor agreements and grievance issues.	25%
3	S	Provides program, policy, and procedure review and analysis by developing programs to improve transportation operations, operations training and safety programs and the District's Drug and Alcohol Training program; evaluating, recommending and implementing departmental policies, procedures, and quality standards..	15%
4	S	Participates in various annual and bi-annual audits and coordinates audit activities with outside agency representatives, represents the District, as assigned, in various committees and meetings related to transportation operations and training, coordinates RT's Bus Rodeo by overseeing local, regional and national participation and assists in the preparation of the department budget.	10%

JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	<p>Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two (2) year associate's degree, diploma or equivalent from an accredited college, technical, business, vocational, or correspondence school in Business Administration, Public Administration or a related field.</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 five (5) years of experience in public transportation, with three (3) years of experience in bus operations and two (2) years of supervisory experience. Additional previous transit training experience desirable.
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	Decisions regarding implementation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.
Freedom to Act	The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.
Technical Skills	Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Budget Responsibility	Position has moderate fiscal responsibility. May be responsible for the billing, collection and/or accounting of funds. May be responsible for the handling and balancing of cash.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. 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	Possession of a valid California driver's license is required with the ability to obtain and maintain a valid Class B driver's license, with Passenger and Airbrake endorsements, Verification of Transit Training (VTT) and PC 832 Certificate.



KNOWLEDGE
<ul style="list-style-type: none"> • Principles of labor relations and collective bargaining. • Principles of administration, leadership, supervision, training and management. • Dispatching and radio procedures. • Methods and techniques of preparing transportation reports and transportation related documents. • Methods for retrieving and reviewing recorded and written data from archives. • Methods and techniques of conducting statistical analyses, and tracking, recording, and presenting statistical data. • Methods and techniques of evaluating training programs and making recommendations on new programs to be offered. • Effective communication, presentation, and facilitation methods and practices. • Adult learning principles. • Training resources and equipment. • Platform presentation and questioning skills. • Principles and practices of employee training and development. • Department of Motor Vehicles commercial testing regulations. • Accident investigation techniques. • Defensive driving techniques. • Protocol and procedures for handling emergencies. • Principles of transit bus/light rail operations/service, equipment, vehicles, positions of dispatching, radio control and road supervision. • Applicable transit federal, state and local laws such as ADA, PUC regulations. • Budget preparation and cost control. • Personnel and payroll processes. • Effective management and motivational techniques. • Transit specific penal codes and ordinances. • Principles and practices of public relations and/or customer service.
SKILLS
<ul style="list-style-type: none"> • Advanced word processing, spreadsheet, presentation and database software. • Specialized software related to functional area.
ABILITIES
<ul style="list-style-type: none"> • Learn department specific and emergency procedures. • Uniformly apply disciplinary action and related staff decisions. • Ensure that all data collected is accurate, complete, and correct. • Investigate, locate, and retrieve data from archives and record retention areas. • Comply with the time constraints as outlined in contracts or agreements. • Resolve issues to the satisfaction of all parties involved.



- Ensure compliance with operational requirements.
- Implement and administer new and existing programs, policies, and procedures.
- Remain current with and uniformly apply evolving federal, state and local laws or decisions affecting the department.
- Receive and resolve passenger concerns.
- Manage a complex work environment involving frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone.
- Plan, design and implement highly complex training programs and assess effectiveness.
- Plan, prioritize, assign, supervise, and review work of staff.
- Handle all internal and external contacts with courtesy, diplomacy, and tact.
- Evaluate business and operational activities to assess training needs.
- Read, analyze, and interpret District policies, professional journals, technical publications, and government regulations.
- Write clear and effective reports, business correspondence, and procedure manuals.
- Effectively present information and respond to questions from groups, managers, customers, and the public.
- Deal with difficult people and situations.
- Extract statistics and written information from reports and transfer to other documents.
- Maintain Administrator status for the California DMV Employer Testing Program.
- Obtain and maintain a valid Class B California driver's license, with passenger and air brake endorsements and current medical certificate.
- Comply with the random drug testing provisions for safety-sensitive classifications as required by the Department of Transportation (49 CFR, Part 655).
- Obtain and maintain Verifiable Transit Training requirements.
- Obtain National Incident Management System (NIMS) training certificate.
- Obtain U.S. Department of Transportation (DOT) Transit Instructor Certificate.
- Obtain and maintain PC832 certificate.



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	O	Making presentations; observing work site; observing work duties; communicating with co-workers.
Sitting	C	Desk work; meetings; driving.
Walking	O	To other departments/offices; around work sites.
Lifting	O	Supplies; equipment; files.
Carrying	O	Supplies; equipment; files.
Pushing/Pulling	O	File drawers; equipment; tables and chairs.
Reaching	O	For supplies; for files.
Handling	C	Paperwork.
Fine Dexterity	C	Computer keyboard; telephone keypad.
Kneeling	R	Filing in lower drawers; retrieving items from lower shelves/ground
Crouching	R	Filing in lower drawers; retrieving items from lower shelves/ground
Crawling	R	
Bending	R	Filing in lower drawers; retrieving items from lower shelves/ground
Twisting	O	From computer to telephone; getting inside vehicle
Climbing	O	Stairs
Balancing	N	
Vision	C	Reading; computer screen; driving; observing work site
Hearing	C	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:

Telephone, fax machine, copier, radio, vehicle, and computer and associated hardware and software.



ENVIRONMENTAL FACTORS:

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

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

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

Safety vest

NON-PHYSICAL DEMANDS:

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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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	O
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 2 below)	O

(2) Stress

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.