



CITY OF POCATELLO CLASSIFICATION SPECIFICATION

Transit Operations Shift Supervisor

Department: Transit

Reports to: Transit Operations Manager

Pay Grade: H09

Date Established: 7/2014

Date Revised: 12/2017

FLSA Status: Exempt

CLASSIFICATION SUMMARY

The Transit Shift Supervisor supervises the day-to-day shift operations of the City Transit Department. The job coordinates driver schedules and routes and monitors operations to ensure passengers are served in a timely, reliable, and safe manner. The job includes training and evaluating new drivers, monitoring the work of all drivers, and ensuring communication systems are operable for greatest efficiency.

The job requires strong organizational and communication skills and the ability to manage/coordinate multiple priorities at one time. The job regularly includes making schedule changes during off hours and coordinating with other shift supervisors to ensure route coverage. The job occasionally requires formal accident investigation with corresponding written documentation and coordinating employee drug and alcohol testing.

The job requires supervisory skills and knowledge of the methods and objectives of the operation and of the Transit Department. Depending upon the assigned shift, the Transit Shift Supervisor may also be responsible for the following: conducting new driver orientation, ordering and disbursement of driver uniforms, tracking driver certifications and updating driver forms, implementing training objectives, coordinating lost and found, maintaining driver reports, conducting trend analyses and data collection for reporting, and occasionally driving assigned routes.

The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public.

The work environment is a Department office, vehicle, and shop environment that may include exposure to weather conditions and traffic hazards. The noise level is generally moderate.

The job is an on-call position, responding to emergency situations.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

Supervises the Department's daily operations, coordinates drivers' schedules, tracks operations through onboard vehicle computer links, and responds to correct service problems or interruptions.

Supervises, evaluates, and disciplines employees. Trains new drivers and implements ongoing training and safety programs.

Investigates and documents accidents and/or incidents, working with City Attorney's office.

Coordinates employee drug and alcohol testing with the City Designated Employer Representative.

Depending on assigned shift, conducts new driver orientation, orders and disburses driver uniforms, tracks driver certifications and maintains driver reports, coordinates lost and found, conducts trend analyses and data collection, and occasionally drives assigned routes.

Performs duties of Driver and/or Dispatcher, as needed.

Performs all work duties and activities in accordance with City policies, procedures, and safety practices.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

CLASSIFICATION REQUIREMENTS

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

Knowledge of:

- Methods, techniques, and objectives of the direction of a city transit department to provide riders with timely, safe, and reliable public transportation;
- Employee supervision, training, evaluation, and disciplinary methods, techniques, and objectives;
- Employee drug and alcohol testing methods and objectives;
- Preparation and maintenance of documents, records, and logs;
- Data collection methods and trend analyses;
- Methods, techniques, and objectives of the operation of all vehicles in the Department inventory to provide passengers with timely, reliable, and safe transportation;
- Transit routes, schedules, fares, and related passenger information;
- Americans with Disabilities Act (ADA) and other applicable federal, state, and local statutes and regulations affecting the providing of transportation to the public;
- Federal regulations and City policies regarding safe work practices relating to operating public transportation vehicles;
- State, local, and other applicable traffic and vehicle safety codes and regulations;
- Operation of a personal computer and job-related software applications.

Skill and Ability to:

- Supervise the daily operations of the City Transit Department to ensure passengers are served in a timely, reliable, and safe manner;
- Supervise, train, and evaluate the work of employees, including coordinating employee drug and alcohol testing;
- Operate a personal computer, including job-related software and applications;
- Operate all vehicles in the Department inventory;
- Operate a two-way radio;
- Maintain operational records, logs, and documentation and prepare and present periodic reports;
- Perform safety and damage inspections and refer potential problems to mechanics;
- Read and interpret maps, schedules, technical manuals, and diagrams;
- Maintain route records, logs, and documentation;
- Maintain a professional demeanor at all times;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Complete assignments in a timely fashion; understand and comply with all rules, policies and regulations;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS

- High school diploma or GED required;
- Associates degree in business management or a related field is preferred;
- Class B CDL with airbrake and passenger endorsements required*;
- Three (3) to five (5) years of transit and supervisory experience is preferred.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL REQUIREMENTS

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, use hands to handle materials, manipulate tools, keyboard or type, reach with hands and arms, and operate a motor vehicle or job-related equipment. The employee must occasionally lift and/or move up to 50 pounds with assistance. Sufficient visual acuity and hearing capacity to perform the essential functions and interact with the public is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

***Hiring Note:**

The Transit Shift Supervisor position requires a Class B CDL with airbrake and passenger endorsements within six (6) months of hire date. Failure to acquire these endorsements by the established date will violate the terms of the position and will result in layoff from the position.