

MAJOR FUNCTION

This is responsible supervisory, technical and administrative work in the operation of the City transit system. Work involves responsibility for the inspection, observation and supervision of Supervisors-Transit Services. Work is performed under the general supervision of the division head. Employee must exercise independent judgment and initiative in performing assigned duties. Assigns investigations to supervisors while requiring thorough follow-up with customers and Risk Management. , Manages operational issues as they arise. Work is reviewed through conferences, reports, observations, and by results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Supervises the performance of Supervisor-Transit Services to ensure safe and lawful operation of buses at all times. Instructs coach operators in the proper handling, care, and maintenance of buses. Oversee schedule preparation to ensure coverage of all shifts and make recommendations as required. Monitors through Supervisor-Transit Services routes and operating conditions for schedule adherence, damaged benches and bus stop signs, street detours, downed buses, traffic obstructions, etc. Recommends placement and maintenance of bus stops, benches and bus shelters. Appoints Supervisor-Transit Services to operate bus during emergency conditions. Ensures follow-up of inquiries from public complaints. Coordinates reservations for special transportation activities and charters. Monitors all transit services for compliance and safety. . Recommends the selection, transfer, promotion, grievance resolution, discipline or discharge of subordinate employees. Conducts performance evaluations and recommends approval or denial of merit increases. Provides assistance and represents the department at public meetings, as necessary. Performs related work as required.

Other important Duties

Identifies and recommends opportunities for staff development. Oversees coordination of staff's attendance at meetings, training sessions and other obligations that dictate deviation from standard work routines. Attends development/training opportunities as necessary. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of transit routes, schedules, operational procedures, industry rules and regulations, traffic laws and safe driving principles. Considerable knowledge of general transit operations and paratransit type services. Considerable knowledge of the characteristics, operation, and maintenance of the passenger vehicles used in the transit industry. Considerable knowledge of the geography of Leon County. Ability to supervise, plan and direct work of subordinates. Ability to communicate effectively, orally and in writing. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to use independent judgment, as necessary, in carrying out assigned duties and responsibilities. Skilled in the use of microcomputers and the programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate and six years of experience that includes paratransit or general transit operations.

Necessary Special Requirements

Must have passed the appropriate written CDL test/endorsement(s) and obtained a CDL permit at the time of appointment and obtain the appropriate CDL licensure within 60 calendar days from date of employment as a condition for continued employment.

Established: 08-06-16
Revised: 02-05-20
05-18-23