

TRANSIT OPERATIONS SUPERVISOR (TOWNS)

DISTINGUISHING FEATURES OF THE CLASS: This is primarily supervisory work of a moderately difficult nature directly related to the conduct of a safe and efficient operation of a municipal bus service transit system. General supervision is received from the chief executive officer of the town. Direct supervision is exercised over a group of bus drivers, mechanics and related personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Directs the operation and preventive maintenance of town owned and leased buses;
Establishes work schedules and assigns personnel to their respective routes;
Spot-checks driving skills and habits of all personnel, conducts in-service training and evaluates performance;
Considers and resolves employee complaints and grievances;
Establishes and adheres to periodic bus maintenance schedules;
Provides callers with information concerning the local transit system;
Directs the maintenance of a variety of operating records;
Presents oral and prepares written activity reports;
May operate bus in absence of regular driver.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the practices and techniques of scheduling and dispatching buses; good knowledge of safety practices and standards in the operation of buses; good knowledge of preventive maintenance practices and procedures as they relate to the repair of buses; good knowledge of supervisory and training techniques; demonstrated skill in operating a bus; ability to understand and comply with oral and written instructions; ability to deal with the general public; ability to prepare reports and maintain activity records.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and three (3) years of experience related to the operation of a bus transportation system which included one (1) year of supervision and direction of operators.

NOTE: Education beyond high school in any field related to transportation may be substituted for the general experience on a year-for-year basis to a maximum of two (2) years.

SPECIAL REQUIREMENT: Possession of a valid driver's license appropriate for the size and kind of vehicles operated.

PROMOTION: Two (2) years of permanent, competitive class status as an Assistant Transit Operations Supervisor (Towns).