



Transit Supervisor

Job Specification
Classification: Competitive
Series: Transit
Level: 3 of 3

DISTINGUISHING FEATURES OF THE CLASS: This is the senior level of the Transit series and is responsible for supervising the daily operations of the Transit department. Responsibilities include preparing the operating budget; supervising all shifts of operations; scheduling and maintaining training documentation; completing required operational reports and applications for operating funds; and scheduling routes for the transit system. The incumbent does related work as required.

EXAMPLES OF WORK ACTIVITIES: (Illustrative only)

- Assists in supervising subordinate staff to include: assigning, directing, reviewing and evaluating work load and performance.
- Coordinates, facilitates, and implements training on safety, bus operation, awareness of applicable laws and regulations, defensive driving and/or other applicable issues.
- Prepares and implements budget for upcoming year, including allocating resources and approving expenditures.
- Prepares, tracks, and updates payroll information including sick, vacation, and leave time; creates work schedules for staffing of buses and prepares overtime reports as needed.
- Responds to general inquiries via phone, e-mail, or letters related to routes, schedules, and transit services available.
- Prepares a variety of documentation and reports to ensure compliance with federal, state, and local laws, rules, and regulations. Schedules drug and alcohol testing as required.
- Creates and updates routes and schedules of service based on public needs, requests, and usage.
- Oversees repairs and maintenance of buses; determines changes in bus schedules or routes as needed to accommodate maintenance.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Supervisory principles;
- Budgetary practices and principles;
- Training methods and techniques;
- Safe work practices;
- Record keeping and statistic collection principles and practices;
- Scheduling practices for scheduling drivers and bus maintenance;
- Traffic laws, rules, and regulations;
- Customer service skills when assisting citizens on and off bus;
- Report writing techniques.

Ability to:

- Monitor and evaluate the work of subordinate staff;
- Prioritize and assign work;

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES: (continued)

Ability to: (continued)

- Use a computer and related software applications;
- Train others in policies and procedures related to the job;
- Interpret and apply safe work practices;
- Prepare a variety of correspondence, records, requisitions, reports, documents and forms;
- Communicate using interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
- Respond expeditiously to emergency situations and incident events with onsite / field presence.

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either

- (A) Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree or higher and 2 years experience in a transportation bus system, including dispatching, at least 2 years of which shall have involved the operation of a coach; or
- (B) Associate's degree and 4 years experience in a transportation bus system, including dispatching, at least 2 years of which shall have involved the operation of a coach; or
- (C) Graduation from high school or possession of a high school equivalency diploma and 6 years experience in a transportation bus system, including dispatching, at least 2 years of which shall have involved the operation of a coach.

Licensing requirements: Valid NYS CDL Class B with "P" endorsement and possession of a 19A Certification as an Examiner by the New York State Department of Motor Vehicles at the time of appointment.

SPECIAL NECESSARY REQUIREMENT:

Will be required to be certified by the NYS Department of Transportation through the BAITFISH program. Once obtained, certification must be maintained for continued employment.

Must have personal transportation capability, to include insurance coverage, in order to respond to operational incidents, investigations and emergencies as they occur within the City and surrounding community.

Classification history:

Revised: 5/18/1994; 12/17/2002; 4/17/2012; 9/15/2015; 12/20/2016