

MAJOR FUNCTION

This is professional, administrative and supervisory work assisting in transit operations, CDL Training Program and safety. Work involves the administration and monitoring of employees engaged in transit operations, training and safety. The incumbent is expected to exercise independent judgement and initiative. Work is performed under the general administrative direction of a higher level professional or manager and is reviewed through conferences, analysis or reports and recommendations and through evaluation of results obtained.

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

Plans, assigns, and schedules the work of personnel and other resources engaged in the operations CDL Training Program and safety. Assists in the building of transit routes in coordination with Operations and Planning. Prepares reports, administers annual operations budget and controls expenditures of the division. Monitors expenditures for the transit operations CDL training and safety. Assists in developing division procedures concerning transit routes, planning, rules and regulations and operational policies. Assists with writing, updating, and enforcing operating policies for transit operations. Develops quality and productivity improvement capabilities to improve services and productivity. Assures conformance with federal, state, and local laws, rules, and codes with respect to the transit. Schedules and directs CDL inspections. Compiles and publishes monthly CDL, training operations statistics. Monitor and analyze the investigation of all collision accidents and implements corrective action. Recommends the selection, transfer, promotion, grievance resolution, discipline, and dismissal of employees. Conducts performance evaluations and recommends approval or disapproval of merit increases. Performs related work as required.

Other Important Duties

Conduct a variety of organizational studies, investigations and operational studies; recommend modifications to City transit operation programs, policies and procedures as appropriate. Perform related duties and responsibilities as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills:**

Thorough knowledge of the characteristics and operation of a public or comparable transit system. Considerable knowledge of transit operating principles. Considerable knowledge of state and local traffic and other regulations relating to the operations of passenger-carrying vehicles. Considerable knowledge of the operation and maintenance of passenger carrying vehicles. Considerable knowledge of the principles of supervision, training and performance evaluation. Ability to coordinate the successful implementation of policies and procedures. Ability to communicate effectively, both orally and in writing. Ability to write reports and maintain files. Ability to plan, schedule and assign transportation personnel and equipment. Ability to plan, organize and supervise work of subordinates in a manner conducive to full performance, high morale and safe operations. Ability to make accurate cost estimates for special projects requiring the use of transit buses. Ability to establish and maintain effective working relationships as necessitated by the work. Skill in the use of microcomputers and the programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in business or public administration, mass transportation, planning or closely a related field and four years of transit experience to include driving, dispatching, and schedule making in mass transportation operations; or an equivalent combination of training and experience. Two years of the required experience must have been in a supervisory capacity.

Necessary Special Requirements

Must possess the appropriate State Commercial Driver's License (CDL) and endorsement(s) at the time of appointment or 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.

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