

CITY OF MONTEBELLO

TRANSIT OPERATIONS SUPERVISOR

DEFINITION

Under general supervision to plan, coordinate, and supervise the operation including training & retraining of subordinates; coordinating the safety and security programs of the Transportation Department; to prepare a variety of reports related to bus operations; and to perform related work as required.

MANAGEMENT RESPONSIBILITY

This is a supervisory position with responsibility for assigning, coordinating, and supervising the work of staff assigned to operation and dispatch of the City's transit services.

EXAMPLES OF DUTIES

Provides supervision and work coordination for staff assigned to the day-to-day activities of the City's transit operations, analyzes work loads, establishing priorities and making assignments; instructs and supervises transit dispatch supervisors, bus operators and other subordinates in the Operations Division; oversees enforcement of safety and security regulations; participates in the recruitment and training of staff; maintains and updates operations, personnel, training and related records; consults with others regarding equipment malfunctions or equipment purchases; monitors system operation including scheduling, on-time performance, passenger relations, accident investigation, system safety and security, and bus operator rules and regulations; prepares budget requests and controls expenditures; ensures compliance with City, state and federal regulations; represents assigned functions with City staff and other governmental agencies as delegated.

SPECIAL REQUIREMENTS

Possession of an appropriate California driver's license.

TRANSIT OPERATIONS SUPERVISOR

EMPLOYMENT STANDARDS

Knowledge of:

- Modern principles, practices, and techniques pertaining to the operation of a public transit system.
- Principles of supervision and training.
- Principles of modern security requirements, disaster/emergency management preparedness
- Principles and practices in the preparation of route scheduling and optimum personnel and equipment utilization.
- Principles of office management and record keeping
- Accident/incident investigation and reporting techniques
- Occupational hazards and standard safety precautions.
- Federal drug and alcohol regulation governing transit agencies
- Research methods and procedures.

and

Ability to:

- Plan, coordinate, and supervise the functions and operations of a transit system.
- Provide supervision, training, and work evaluation for staff.
- Establish and administer comprehensive safety and accident prevention program.
- Maintain clear and accurate records.
- Prepare a variety of reports and presentations to meet regulatory and departmental needs
- Research, collect, and analyze information related to transit operations.
- Conduct facility and safety inspections in order to identify health, safety and security issues and recommend corrective actions
- Interpret, explain, apply, and enforce a variety of laws, rules, and regulations.
- Effectively represent the transit operations functions of the Department with concerned individuals, organizations, and other governmental agencies.
- Establish and maintain cooperative working relationships.
- Communicate effectively orally and in writing.

and

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EMPLOYMENT STANDARDS - (cont.)

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from high school or G.E.D. is desirable.

Work Background: Five years of progressively responsible and varied experience in the operation of a public agency transit system, including supervisory responsibilities.

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