

ASSISTANT TRANSIT OPERATIONS SUPERVISOR (TOWNS)

DISTINGUISHING FEATURES OF THE CLASS: This is supervisory work of a moderately complex nature involving a responsibility for sharing the oversight of a municipal transit system including setting and maintaining transportation schedules, training bus drivers and responding to calls and complaints. The incumbent is required to drive a bus on an emergency or fill-in basis. The work is performed under the direct supervision of a Fleet Manager. Supervision is exercised over a number of bus drivers and mechanics. Does related work as required.

TYPICAL WORK ACTIVITIES:

Acts as first-line supervisor for a large number of bus drivers and mechanics by assigning work, evaluating performance, making recommendations for hiring and firing, training subordinates, spot-checking drivers, etc.;

Schedules routes and drivers for regular runs as well as for senior citizen clubs;

Oversees the preventive maintenance of the transportation fleet by maintaining a computerized schedule and inspecting vehicles;

Oversees the maintenance of spare parts by recommending purchases, comparison shopping, reviewing inventory records, etc.;

Compiles information for the annual budget, monitors expenditures, and recommends vendors;

Answers telephones and fields calls concerning schedule information and complaints, and follows up as needed;

Attends insurance seminars as required by state and local regulations several times a year.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the practices, tools and terminology applicable to the repair and maintenance of buses and other automotive equipment; good knowledge of automotive safety and preventive maintenance procedures; ability to plan and supervise the work of others; ability to communicate effectively, both orally and in writing; ability to interpret and carry out moderately complex written and oral instructions; ability to establish and maintain effective working relationship; demonstrated skill in operating a bus.

MINIMUM QUALIFICATIONS: Graduation from high school and five (5) years of experience in automotive repair and maintenance, two (2) years of which shall have included management and/or supervisory duties, and one (1) year of which shall have included driving a bus.