

CITY OF GLENDALE

TITLE:	Transit Supervisor	CLASS CODE:	493
REPORTS TO:	Transit Manager	GRADE:	27
DEPARTMENT:	Transportation	FLSA:	E
JOB SPECIFICATION DATE: October 3, 2006 cm			

JOB SUMMARY

Plans, organizes and supervises the activities and staff involved in providing City transit services and coordinates the maintenance and/or replacement of fleet vehicles in compliance with federal, state and local regulations and contracts.

ESSENTIAL FUNCTIONS

1. Performs scheduling, training and evaluation of transit operators.
2. Purchases supplies; monitors equipment repair as required. Assists in budget preparation and monitoring.
3. Assigns daily work and oversees completion of daily task; answers questions and provides technical expertise to employees.
4. Develops, monitors and evaluates service criteria and participates in developing policies and procedures, new programs and improvements.
5. Receives, evaluates and resolves complaints.
6. Enforces compliance with city, state and federal policies, rules and regulations pertaining to transit systems; including ADA, procurement, and drug and alcohol testing.
7. Researches and develops specifications and conducts procurement for major equipment purchases following federal regulation guidelines. Monitors service contracts.
8. Maintains records and prepares reports for the Federal Transportation Administration.
9. Performs research and analysis and initiates and monitors compliance of new and existing federal requirements.
10. Monitors fixed route stops and bus bench and shelter maintenance and refurbishing.
11. Observes and monitors on-road activity of bus operators including pretrip and post trip inspections.
12. Represents Glendale Transit at meetings and on various committees.
13. Evaluates computer software for application to transit service and works with vendors to identify new products and their application to the transit service.
14. Develops and coordinates public information programs.
15. Conducts on-site accident investigations.

SECONDARY FUNCTIONS

16. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

Principles and practices of transit system operations and supervision
Federal, State and City law, regulations, policies and procedures concerning transit operations
Data analysis and management and office practices related to reporting transit operations and budget monitoring

Scheduling of transit vehicle and equipment maintenance

Ability to:

- Effectively plan, organize, supervise and evaluate the work of others
- Monitor contract and grant requirements
- Prepare operational and financial reports for City, Regional and Federal agencies
- Communicate effectively verbally and in writing
- Establish and maintain effective working relationships with citizens, elected officials, staff, vendors and the general public
- Operate and evaluate various computer programs related to transit management
- Exercise and demonstrate independence of judgment and decision making skills

WORKING CONDITIONS

Office setting and frequent field inspections to observe and assist passengers and drivers

MINIMUM QUALIFICATIONS

Associate's degree in public or business administration, management, transportation planning or a related field and five years progressively responsible experience in transit operations, including three years of supervisory experience.

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS

Possession of a valid Arizona Driver's License
Some weekend and night duty may be required

Applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment in accordance with the City of Glendale Substance Abuse policy.