

JOB OPENING ANNOUNCEMENT

Apply On-line at www.smctd.com/jobs.html

Employment Hotline 650-508-6308

October 5, 2020

TITLE: Supervisor, Bus Transportation
EMPLOYMENT TYPE: Nonexempt/Safety-Sensitive/Teamsters IBT Local 856
DIVISION: Bus – Bus Transportation
APPLICATION DEADLINE: **Friday, October 23, 2020**
SALARY RANGE: \$36.54/hour – \$48.71/hour (in accordance to CBA)
WORK LOCATION: South San Francisco or San Carlos, CA
WORK SCHEDULE: Varies – Day, nights, weekends, and holidays (in accordance to CBA)

JOB SUMMARY: The Supervisor, Bus Transportation will report to the Manager, Bus Transportation and is responsible for providing on-street supervision for bus operators and service assistance to customers in support of the fixed-route public transportation system on behalf of the San Mateo County Transit District (SamTrans).

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Supervise bus operators in the field in accordance with the Collective Bargaining Agreement (CBA), providing instruction, mentoring, and assistance.
- Ensure all Bus Operators abide by applicable Department of Motor Vehicles (DMV) codes and laws.
- Observe and report physical deficiencies or hazards along bus routes.
- Liaise with County Communications, police and school officials in taking remedial action for problems of safety, vandalism, accidents, incidents, schedules, vehicle capacities and/or special service requests.
- Investigate accidents at the scene and determine if a bus operator should continue in service, and if drug and/or alcohol testing is required.

EXAMPLES OF DUTIES:

- Act as a Relief Radio Controller or as a Relief Dispatcher when needed to fulfill service obligations. Utilize knowledge of the applicable DMV codes and other requirements for safe and legal operation of buses.
- Process work orders to correct physical deficiencies or hazards along bus routes.
- Identify witnesses and victims at the scene of an accident, and take preliminary statements from them when possible.
- Act as on-site field coordinator for special events, and assist with passenger loading and route detours.
- Verify, compute, and process Bus Operator payroll data using an enterprise resource program.
- Safely operate non-revenue District vehicles in the performance of field duties.
- Perform all job duties and responsibilities in a safe manner to protect one's self, fellow employees and the public from injury or harm. Promote safety awareness and follow safety procedures in an effort to reduce or eliminate accidents.
- Perform other duties as assigned.

SUPERVISION: Work under the general supervision of the Manager, Bus Transportation, who will establish goals and objectives and evaluate performance.

MINIMUM QUALIFICATIONS:

Sufficient education, training, and experience to demonstrate the knowledge and ability to successfully perform the essential functions of the position. Development of the required knowledge and abilities is typically obtained through but not limited to:

- High school graduate or GED equivalent.
- Three years full-time experience in transit operations, or as a Bus Transportation Supervisor, or a Dispatcher, or a Radio Controller.
- One year of supervisory experience and/or successful completion of a Supervisory course.
- Must possess a valid Class C California driver's license with a safe driving record

PREFERRED QUALIFICATIONS:

- Proficient in Microsoft Word and Excel.
- Able to speak in a clear, concise manner while operating dispatching equipment.
- Able to decipher radio calls to carry out emergency and non-emergency communications.
- Possess effective oral and written communication skills
- Working knowledge of an enterprise resource program (e.g. PeopleSoft, Oracle, SAP) is desired.

SELECTION PROCESS MAY INCLUDE:

- Applications will be screened for completeness and minimum qualifications.
- Written and/or skills assessment examination(s).
- Finalists will be interviewed by a screening and selection panel.

CURRENT EMPLOYMENT BENEFITS AT SAMTRANS:

Holidays:	Seven paid holidays, plus up to five floating holidays per year
Time Off:	Paid Time Off: Accrued per Collective Bargaining Agreement
Cafeteria Plans:	Medical, dental, vision care, group life insurance and more
Transportation:	Free Bus Transportation for employees and qualified dependents
Pension:	Social Security and California Public Employees Retirement Systems (CalPERS) <ul style="list-style-type: none">• Classic Members – 2% @ 60 benefit, 3 year average of highest compensation• New Members – 2% @ 62 benefit, 3 year average of highest compensation

HOW TO APPLY:

- ***Due to COVID-19, please apply online at www.smctd.com/jobs.html*** . You must submit a completed application to be considered for this position. Incomplete or late applications will not be considered.
- When completing the online application, please follow instructions on the Prospective Employee Reference Guide found at www.smctd.com/jobs.html
- Incomplete or improperly completed applications may be rejected even if you are qualified for the position for which you are applying. It is your responsibility to ensure that the application reflects the work experience and education needed to meet the requirements for the position(s) for which you are applying.
- Your completed online application package must be received by the District's Human Resources Department by the specified deadline to receive consideration. Online applications must be submitted prior to midnight on the application deadline date.

You may call (650) 508-6308 to verify that your online application package has been received. The Human Resources Department will make reasonable efforts in the recruitment/examination process to accommodate applicants with disabilities upon request. If you have a need for an accommodation, please call (650)508-6308.

SamTrans is an Equal Opportunity Employer.