

JOB OPENING ANNOUNCEMENT

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

Employment Hotline 650-508-6308

April 19, 2021

TITLE: Assistant Manager, Bus Transportation
EMPLOYMENT TYPE: Exempt (Safety Sensitive)
DIVISION: Bus
APPLICATION DEADLINE: **Friday, May 7, 2021**
PAY RANGE: \$1,730 – \$2,595 per week (\$89,949 - \$134,924 Estimated Annual)
WORK LOCATION: South San Francisco, CA

GENERAL: The Assistant Manager, Bus Transportation reports to the Manager, Bus Transportation, and is responsible for overseeing bus transportation services for San Mateo County Transit District (SamTrans).

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Assist with ensuring operating schedules meet service needs, and are in compliance with the local, and state regulations, safety practices and programs, and the Collective Bargaining Agreement (CBA).
- Oversee investigations of complaints by the public regarding fixed route bus service.
- Assist in the development of standard operating procedures for bus transportation services.
- Coordinate bus transportation activities with Maintenance, Scheduling, Training, Human Resources, Communications, and other departments.
- Assist with the supervision of represented and administrative staff in accordance with the CBA, and the Personnel Policies and Procedures Manual.
- Supervise staff. Hire, mentor, and take appropriate corrective and/or disciplinary action. Ensure EEO policies and procedures are followed. Participate in selection of staff. Coordinate staff training and professional development. Establish performance objectives. Monitor and evaluate employee performance.

EXAMPLES OF DUTIES:

- Assist in the preparation of run-books for bus operations, which includes operating schedules and fleet availability, in accordance with the CBA.
- Ensure issues raised by the public are promptly addressed, and dispositions administered in a timely manner.
- Conduct accident and incident investigations involving Bus Operators and staff who operate revenue service vehicles.
- Review preventability reports and recommend corrective action.
- May participate in arbitrations and other legal proceedings.
- Assist with scheduling federally mandated drug and alcohol tests.
- Assist with scheduling required training and other training for assigned staff.
- Assist in administering the Attendance Control, Reasonable Accommodation, and Leave of Absence Programs.
- Serve as a SamTrans representative to local schools, the community, and customers for quality provision of transportation services, and to address and resolve service-related issues.
- Evaluate job performance of staff which also includes the professional development of staff through the identification of on-the-job and other professional development opportunities.
- 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.
- Performs other duties as assigned.

SUPERVISION: Work under the general supervision of the Manager, Bus Transportation, who establishes goals and objectives and evaluates 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 diploma or GED.
- Possess a minimum of five (5) years full-time experience in public transit bus operations.
- Three (3) years full-time experience in field supervision, bus operator instruction or in a dispatching capacity.
- One year supervisory or lead experience and/or successful completion of a Supervisory course.
- Must possess, or be able to obtain, a valid California driver's license, with a safe driving record.

PREFERRED QUALIFICATIONS:

- Experience supervising or managing in a union environment and working with Collective Bargaining Agreement(s).
- Effective oral and written communication skills.
- Proficiency with Microsoft Office (MS Word, Excel, Outlook).

SELECTION PROCESS MAY INCLUDE:

The process will include a panel interview and may include written and skills test assessments or supplemental questions. Only those candidates who are the most qualified will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to continue in the process. This is a safety sensitive position and is subject to medical, drug/alcohol, safe driving record, and a background investigation.

CURRENT BENEFITS:

For further Benefits details please go to: <https://www.smctd.com/jobs.html#benefits>

Holidays:	Seven paid holidays, plus up to four floating holidays per year
Time Off:	Paid Time Off: up to 26 days per year
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 formula, 3 year average of highest compensation• New Members – 2% @ 62 benefit formula, 3 year average of highest compensation

HOW TO APPLY:

- To apply, please visit the www.smctd.com/jobs.html. Complete an online employment application and supplemental questionnaire by 11:59 pm Friday May 7, 2021. Paper applications must be submitted to the Human Resources office by 4:30 PM on the closing date. A resume will not be accepted in lieu of the application and supplemental questionnaire. Incomplete application will not be considered.
- 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 contact the Human Resources Department at (650) 508-6308.
- San Mateo County Transit District celebrates diversity and is committed to creating an inclusive, and welcoming workplace environment. We are an Affirmative Action/Equal Opportunity Employer. Minorities, Women, Persons with Disabilities and Veterans are encourage to apply.