

JOB OPENING ANNOUNCEMENT

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

Employment Hotline 650-508-6308

November 16, 2020

TITLE: Manager, Bus Transportation
EMPLOYMENT TYPE: Exempt
DIVISION: Bus
APPLICATION DEADLINE: Friday, December 11, 2020
PAY RANGE: \$1,913 – \$2,870 per week (\$99,511 - \$149,267 estimated annual)
WORK LOCATION: South San Francisco or San Carlos, CA
WORK SCHEDULE: Full-Time

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

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Ensure that operating schedules meet service needs, are in compliance with the Collective Bargaining Agreement, and meets cost-effective staffing management standards.
- Ensure customer's issues are promptly and effectively addressed.
- Manage bus transportation staff, in accordance with the Collective Bargaining Agreement, and the Personnel Policies and Procedures Manual.
- Participate in the development of standard operating procedures that define and govern specific administrative and operational business practices.
- Coordinate bus transportation activities with Maintenance, Scheduling, Training, Human Resources, Communications, and other departments.
- 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:

- Review and approve operating schedules for regular bus operators, the extra-board, and assigned vehicles, along with bidding practices.
- Ensure compliance with local, state, and federal regulations, safety practices and programs, and the Collective Bargaining Agreement, in order to provide efficient and safe bus transportation services.
- Oversee accident investigations and the administration of consumer reports, and take appropriate corrective action, including training and discipline
- Conduct hearings and resolve grievances
- Manage Cost Center Budget
- Administer the Attendance Control Program and the Reasonable Accommodation Program
- Counsel employees on the Employee Assistance Program
- Serve as the SamTrans representative to local schools, the community, and customers for quality provision of transportation services, and to address and resolve service-related issues

- Manage employees under the terms of SamTrans' collective bargaining agreements
- 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
- Perform other duties as assigned

SUPERVISION: Works under the general supervision of the Director, 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:

- Associate's degree in business management, public administration, transportation management, or closely related field. Additional experience may be substituted for the education on a year for year basis.
- Six years of full-time progressive experience working in public transportation operations.
- Two years of supervisory experience in public transit.
- Possess a valid California driver's license with a safe driving record

PREFERRED QUALIFICATIONS:

- Experience managing attendance, discipline, corrective action, and labor relations
- Ability to understand, interpret, and apply labor/management agreements is desirable
- Effective oral and written communication skills
- Proficient in the use of Microsoft Office Suite

SELECTION PROCESS MAY INCLUDE:

The process will include a panel interview and may include written and skills test assessments. 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.

CURRENT EMPLOYMENT BENEFITS AT SAMTRANS:

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 on Friday, December 11, 2020**. 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.
- SamTrans 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.