

May 31, 2022

**TITLE:** Assistant Manager, Bus Transportation  
**EMPLOYMENT TYPE:** Exempt (Full Time)  
**DIVISION:** Bus (Bus Transportation)  
**PAY RANGE:** \$ 1,913.67 - \$ 2,870.51 weekly (\$99,511 - \$149,267 estimated annual)  
**APPLICATION DEADLINE:** **Friday, June 24, 2022**  
**WORK LOCATION:** South San Francisco

**GENERAL DESCRIPTION:**

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, 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.

**EXAMPLES OF DUTIES:**

- Assist in the preparation of runbooks for bus operations, which includes operating schedules and fleet availability, in accordance with the CBA.
- Ensures 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.
- Serve as a member of the Accident Review process.
- 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 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 (1) 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.
- Proficient in the use of Microsoft Office Suite.
- Strong Computer skills.

**SELECTION PROCESS MAY INCLUDE:**

The selection process may consist of an evaluation of the applicant's qualifications, panel interview, and/or internal Department interviews. Upon completion of the selection process, an offer of employment may be conditionally based upon the successful completion of employment and education verification and criminal background check.

**BENEFITS:**

For additional information on SamTrans benefits, please visit, <https://www.smctd.com/jobs.html#benefits>

Holidays : Seven paid holidays, plus up to four floating holidays per year

Paid Time Off : Up to 26 days (PTO) 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)

- 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.samtrans.com/about-samtrans/jobs](http://www.samtrans.com/about-samtrans/jobs). Complete an online employment application by 11:59 pm on Friday, June 24, 2022. A resume will not be accepted in lieu of the application. Incomplete applications 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 or email written request to [hr@samtrans.com](mailto:hr@samtrans.com).
- 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 encouraged to apply.