



## Full-Time Road Supervisor

**Department:** Operations

**Reports To:** Operations Manager

**FLSA Status:** Non-exempt hourly employee (40 hours/week)

**Hiring Range:** \$32.93/hour - \$42.07/hour

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*At Valley Transit our Mission is connecting the Valley by providing safe, efficient, and courteous transportation.*

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### **Position Summary**

The Full-time Road Supervisor works under the general supervision of the Operations Manager and exercises independent judgment in the supervision of Transit Operators. This position will supervise shift employees on a regular basis with a focus on human relations and project accomplishment. This position must provide direction and leadership to employees as well as develop and maintain an atmosphere of cooperation and teamwork between departments.

Normal assignment areas are listed under Essential Duties and Responsibilities and are performed without further action or request. Special assignments are made in general detail with specific requirements and due dates. Work may be reviewed, in general, for compliance with regulations, adequacy, suitability and timely execution.

This position requires shift work with the ability to respond to emergencies during our early morning, late night and weekend special services. Must be available Monday through Sunday and be able to work varying shifts.

### **Essential Duties and Responsibilities**

- Monitors and supports the performance of the Operations Department in conformity with the system's objectives, policies, procedures, and service standards
- Identifies and monitors problems and implements necessary corrective action in a timely manner. Reports all operational variances and problems to the Operations Supervisor.
- Assists with the implementation of planned Fixed Route / Paratransit service. Recommends work rules and performance standards
- Trains and motivates subordinates to make full use of individual capabilities.
- Instructs and coaches operators regarding proper safety procedures, defensive driving techniques, public relations with passengers and other motorists, and documentation of same.
- Responsible for assisting customers and operators in resolving their problems.
- Works at building effective team relations within the Operations Department and across department lines. Participates in planning sessions to analyze the operational impact of proposed actions.

- Assists operators in ensuring passenger compliance with agency rules and policies.
- Assists operators in accurately completing required forms, such as accident/incident reports and leave requests.
- Handles day-to-day contract administration with employees.
- Performs record keeping of training and coaching.
- Work with and maintain confidential information.
- Communicates with maintenance personnel on vehicle availability to assign and dispatch
- Prepares and maintains legible, concise and understandable activity logs and other related types of information as a reference record of passengers, vehicles, and employee incidents.
- Coordinates activity at accident scene, ensuring safety and security of the coach, operator, customers and equipment. Provides complete accident investigation and route detour information.
- Facilitates on-the-road coach/equipment replacement due to defects or breakdowns.
- Responsible for pulling and saving videos.
- Operates bus in emergency situations or for route and schedule planning.
- Perform all safety and health responsibilities for Supervisors as detailed in the Public Transit Agency Safety Plan (PTASP).
- Must be able to work independently and use good judgment in emergencies.
- Dependable attendance and on-time performance is required.
- This position requires dealing with other employees and the public in a positive manner that generates good will for Valley Transit and a spirit of teamwork and cooperation among employees and between departments.
- May perform related work as required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

### **Knowledge, Skills, and Abilities**

- Ability to obtain, within 3 weeks of appointment, a Commercial Driver's License (Class "B" with endorsement "P" and not restriction "K"). Knowledge of defensive driving techniques and industrial safety procedures is desirable.
- Must be able to obtain a First Aid and CPR card within 3 months of appointment to position.
- Ability to communicate clearly and concisely, both orally and in writing, in the English language.
- Must be able to operate or learn to operate computers to do light word processing, data entry, and run Dispatching software.
- Applicant must be able to demonstrate excellent public relations skills, have the ability to analyze and resolve problems diplomatically and the ability to use independent judgment, make decisions and maintain effective working relationships with co-workers, government agencies and the public

## **Qualifications**

**EDUCATION:** High School graduate or G.E.D preferred.

Six years of general driving experience. The applicant must have a record that demonstrates adherence to safety in the operation of motor vehicles and adherence to traffic laws and regulations, with not more than 4 points total as defined by the Valley Transit Accident Policy.

If a job offer is extended, employment will be conditioned upon successful completion of a pre-employment physical including a drug and alcohol test.

## **SPECIAL REQUIREMENTS**

- Upon selection, must pass a pre-employment Department of Transportation physical (necessary to obtain a class "B" Commercial Driver's License), including drug and alcohol screen.
- All applicants must be able to provide proof of eligibility to work in the United States upon employment
- Must pass or have already passed all requirements of a Transit Bus Operator.
- Must not have been convicted of any violation of law involving physical molesting, abuse, or injury or neglect of a minor.
- Upon selection, must complete 12-month probationary period (external) or 3-month probationary period (internal).

## **Working Conditions & Environment**

The Road Supervisor must be physically able to perform the duties of the position on an irregular work schedule. Dependable attendance and on-time performance is required. This person may be required to lift objects up to 50 pounds and heavier objects in emergencies when evacuating a vehicle. Must be physically able to reach vehicle controls, and adjust driver's seat, destination signs, and rearview mirrors.

## **Essential Functions of the Position**

Must be able to operate and instruct others in the operation of bus wheelchair lifts and wheelchair restraint systems. Must be able to maneuver passengers in wheelchairs on and off vehicles and over curbs and other low objects. Must be able to speak clearly to give directions and announce bus stops. Must be able to operate Dispatch software and schedule trips with high degree of accuracy. Communication via two-way radio is required.

Must be able to perform the duties of this safety-sensitive position without imposing an undue risk of harm to the health and safety of self, other employees, or the public. As such, the employee will be subject to random drug and alcohol testing. All employees must abide by Agency policies, rules and regulations

## **Benefits**

Valley Transit provides “employee-only” fully paid premiums for medical, dental, life and long-term disability through the Public Employees Benefits Board (PEBB). Qualifying dependents may be enrolled at the employee’s expense; these premiums are determined annually subject to the Employer Contribution Cap and Employer Pooling Assistance. A \$24,000 Basic Life insurance policy is provided through the Washington Counties Insurance Fund. Employer and employee contributions are made to the State of Washington Public Employees Retirement System (PERS). Employees have the option to enroll in the State of Washington Department of Retirement System’s deferred Compensation program. Employees also have the option to enroll in additional benefits which include Employee-Paid Long-Term Disability, Employee-Paid Flexible Benefits through American Family Life Assurance Company (AFLAC) and additional Employee-Paid Life Insurance coverage through MetLife.

Valley Transit grants annual paid vacation to regular full-time employees, which starts at 8 hours per month and increases with continuous employment. All Employees are eligible to accrue Washington Paid Sick Leave at a rate of 1 hour for every 40 hours worked, in addition, full-time employees will accrue Valley Transit Paid Sick Leave at a rate of .02115 per eligible paid hour. Employees will also receive six (6) paid Holidays and four (4) paid Floating Holidays each calendar year. The number of paid Floating Holidays increases with continuous employment.

**This job description is not an employment agreement or contract.**

**Management has the exclusive right to alter this job description at any time without notice.**