

# County Connection

2477 Arnold Industrial Way Concord, CA 94520-5326 (925) 676-1976 countyconnection.com

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## JOB OPENING

OPENS: 12/08/2016

CLOSES: 12/23/2016, or until filled

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TITLE: **TRANSIT SUPERVISOR**

SALARY RANGE: \$27.36/hr. (Step I)

DEPARTMENT: Transportation

REPORTS TO: Manager of Transportation

### **SUMMARY:**

County Connection is recruiting for qualified candidates for the position of Transportation Supervisor. Under general supervision, Transportation Supervisors coordinate the efficient, safe, and on-time movement of County Connection Transit fixed-route operations through the supervision of bus Operators and revenue vehicles.

In addition to the opportunity to work with a midsize public transit agency in Northern California, County Connection also has an excellent benefits package that includes pension (California Public Employees' Retirement System (CalPERS)), medical, dental and vision coverage and 457 savings plan.

### **EXAMPLE OF DUTIES:**

- Supervises the daily activities of Transit Operators, including scheduling, assignment, and dispatching
- Provides leadership, counsels and assists Operators regarding passenger issues and problems, CCCTA policies, and route and schedule information
- Promotes and maintains effective lines of communication, teamwork and team development.
- Supports and enforces CCCTA's rules, policies and procedures which address legal and regulatory requirements and employer/employee relations as well as documents information used for progressive discipline
- Maintains required daily reporting functions of Dispatch including, but not limited to, payroll exception reports, absence reports, coach assignment records, daily dispatch log
- Monitors and evaluates Operators performance, provides additional instruction and positive feedback and recommends additional training when needed
- Responds to emergency situations on buses and in the field
- Assists in the investigation of accidents/occurrences and prepares report based on investigations performed
- Analyzes and makes recommendations regarding schedule adherence and other operational needs or problems; report discrepancies and/or unsafe conditions to appropriate personnel; and recommends and implements corrective actions
- Maintains contact with Dispatch, via radio and or cell-phone, and iPad, in order to receive and/or transmit information; and interact with customers, and officials of law enforcement, utilities, and schools, as needs dictate
- Provides passengers, the public and local law enforcement agencies with information and assistance as appropriate
- Troubleshoots some essential electronic system malfunctions and may conduct minor non-electronic repairs

## **MINIMUM QUALIFICATIONS:**

Experience: Equivalent to two (2) years as a full-time Bus Operator, or journey-level Mechanic; OR one (1) years equivalent experience as a full-time Bus Operator or journey-level Mechanic plus one (1) year in a position requiring knowledge of transit operations. In lieu of driving experience, previous supervisory experience and knowledge of principles and practices of supervision and motivation are desirable.

Education/Training: Equivalent to completion of the 12th grade. Up to two (2) years of college coursework directly relevant to public transportation may be substituted as well.

## **ADDITIONAL INFORMATION:**

### Physical Requirements:

(1) Field Operations: Must maintain the physical ability necessary to: safely drive a variety of County Connection vehicles, sit in a vehicle continually or intermittently for up to four or more hours per day depending on weather and traffic; enter and exit vehicle quickly and frequently; stand, walk, and climb bus stairs frequently; grasp, lift, hold, and manipulate light items under twenty (20) pounds frequently, such as laptop computers, cell phones, clipboards and writing implements; occasionally lift heavier items and materials up to fifty (50) pounds, such as buckets and bags of absorbent materials; and occasionally stoop, kneel, or bend.

License/Certification: Must possess and maintain a valid California Class B drivers license with a "P" endorsement and a Verification of Transit Training certificate. In lieu of licenses/certifications, previous public transit experience and knowledge is desirable. However, prior to the initial day of employment, all required licenses/certifications will be necessary.

Additional Requirements: (1) No suspensions while with County Connection employment for disciplinary reasons; (2) no passenger complaints resulting in the administration of discipline, and no adverse entries within the last twelve months; (3) no preventable accidents within the last eighteen months; and (4) must be able to demonstrate competency with currently used computer programs for word processing and spreadsheets at an intermediate level of proficiency, and operate a keyboard.

## **TO APPLY:**

To be considered, please download and complete the [Administration](http://www.countyconnection.com/about/jobs) application at [www.countyconnection.com/about/jobs](http://www.countyconnection.com/about/jobs). Please attach supporting documentation, including a resume, cover letter, and current H-6 DMV printout that is less than 30 days old. Submit to County Connection, 2477 Arnold Industrial Way, Concord, CA 94520. Candidates may also apply in person Monday-Friday 8:00AM-12:00PM and 1:00PM-5:00PM.

**NOTE: Internal candidates must complete an internal application and have a minimum of six (6) months in their current position. The six months of service must be completed by the closing date of the job posting.**

THIS POSITION IS A UNION POSITION, REPRESENTED BY TEAMSTERS