

Transportation Supervisor

Recruitment #2017-13250-01

Salary: \$24.67 - \$29.99/hour; \$4,276.29 - \$5,197.89/month; \$51,315.47 - \$62,374.62/year

Department: Public Works

Job Type: Open

Date Opened: 6/29/2017 5:00:00 PM

Filing Deadline: Open Until Filled

Employment Type: Permanent/Full Time (40 hrs/week)

Work Location: Auburn Area (Applegate, Auburn, Colfax, Foresthill, Meadow Vista, Penryn)

HR Analyst: Laura Carucci

APPLICATION PROCEDURES

To apply for this exceptional opportunity please visit www.JobsAtPlacerCounty.com

INTRODUCTION

Placer County is comprised of over 1,400 square miles of beautiful and diverse geography, ranging from the residential and commercial areas of South Placer, westward through the historic foothill areas of Auburn, Foresthill, and Colfax, and to the County's jewel of the North Lake Tahoe basin. Placer is a great place to live, work, play and learn. For more information about Placer County, please visit www.placer.ca.gov.

POSITION INFORMATION

This recruitment will be open on a continuous filing basis. Interested applicants are encouraged to apply immediately.

The Department of Public Works and Facilities is seeking a skilled individual in the transportation field to fill the position of Transportation Supervisor within the Transit Division. The Transportation Supervisor plans, organizes, and directs the transit systems daily operations. The position will delegate employee work load and preform employee performance evaluations. This position uses a number of tools and methods to perform a variety of technical tasks relative to assigned area of responsibility.

DEFINITION

To plan, organize, direct and supervise transit system operations within the Transportation Systems Division of the Public Works Department; and to perform a variety of technical tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

The Supervisor level recognizes positions that perform full, first-line supervisory responsibilities including planning, assigning and evaluating the work of subordinates and is responsible for a program area within a work unit or department.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from management, professional and supervisory staff.

Exercises direct supervision over assigned technical and clerical personnel.

EXAMPLES OF ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Recommend and assist in the implementation of Unit goals and objectives; establish schedules and methods for transit system operations; implement policies and procedures.
- Plan, prioritize, assign, supervise and review the work of staff involved in transit system operations and administration.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget recommendations; monitor and control expenditure.
- Participate in the selection of staff; coordinate staff training; conduct performance evaluations; recommend discipline; implement discipline procedures as directed.
- Participate in transit related meetings.
- Coordinate transit service with other service providers.
- Drive a bus on a designated route on a fill-in basis when necessary.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary.
- When assigned, arrange for and assist in providing snow removal to facilitate transit operations.
- Build and maintain positive working relationships with co-workers, other County employees and the public using principles of good customer service.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Experience and Training: Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience: Three years of increasingly responsible journey level experience in transit system operations or a related scheduled transportation activity.

Training: Equivalent to the completion of the twelfth grade. Additional training in supervision is highly desirable.

License or Certificate:

- Possession of a valid Class A or B driver's license or the equivalent with passenger endorsements and no air brake restrictions. Proof of adequate vehicle insurance and medical clearance may also be required.
- Possession of, or ability to obtain prior to completion of one (1) year of County service, a Mass Transit Training Certificate issued by the Transportation Safety Institute or California Department of Education.
- Possession of, or the ability to obtain a Verification of Transit Training (VTT) certificate issued by the California Department of Motor Vehicles or the equivalent training to operate a public transit vehicle in passenger service prior to the completion of the probationary period.
- Possession of valid CPR and First Aid certificates is desirable.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principles and practices of transit system planning, operation and administration.
- Principles and techniques of customer service.
- Equipment, tools and materials used in transit system operation.
- Principles of supervision, training and performance evaluations.
- Principles of budget monitoring.
- Principles and practices of work safety.
- Pertinent local, State and Federal laws, ordinances and rules.

Ability to:

- Organize, implement and direct transit system operations/ activities.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; regularly lift very heavy weight.
- Supervise, train and evaluate assigned staff.
- Interpret and explain pertinent County, Department and Division policies and procedures.
- Assist in the development and monitoring of an assigned program budget.
- Develop and recommend policies and procedures related to assigned operations.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Be sensitive to various cultural and ethnic groups present in the community.
- Communicate clearly and concisely, both orally and in writing.

SELECTION PROCEDURE

Training & Experience Rating (100%)

Based upon responses to the supplemental questionnaire, the applicant's education, training and experience will be evaluated using a pre-determined formula. Scores from this evaluation will determine applicant ranking and placement on the eligible list.

All applicants who meet minimum qualifications will be required to respond to an online Conviction History Questionnaire, which will be sent as a link on their notification that minimum qualifications have been met. Failure to respond to this questionnaire within (3) three calendar days of the minimum qualification notification will result in disqualification from the examination.

CONDITION OF EMPLOYMENT

Prior to the date of hire, applicants must undergo a fingerprint test by the Department of Justice, pass a medical examination, which may include a drug screening and possibly a psychological evaluation, sign a constitutional oath and submit proof of U.S. citizenship or legal right to remain and work in the U.S. For some positions, applicants may also be required to submit proof of age, undergo a background investigation and/or be bonded.

MODIFIED AGENCY SHOP

All new permanent employees, with the exception of sworn law enforcement and those in management and confidential groups, shall be required to join the employee organization or pay an 'Agency Fee' as a condition of employment.

SUBSTITUTE LISTS

The eligible list(s) resulting from this recruitment may be certified as a substitute list for a substantially similar classification. For this purpose, a substantially similar classification is one at a lower level in the same classification (example: entry level vs. journey) and/or a similar classification (similar work performed, similar training and experience qualifications required). If you are contacted for an interview by a County department, you will be informed of the classification and other relevant information. If you choose not to interview for a substantially similar classification, you will remain on the eligible list for which you originally applied.

EMPLOYEES OF OTHER PUBLIC AGENCIES

Placer County offers an expedited process for qualifying certain applicants for interviews. Candidates currently employed, or employed within the last year, by a public agency operating under a personnel civil service or merit system may be eligible to be placed on a Public Agency Eligible List and certified as eligible for appointment to a similar job assignment without going through the examination process. For more information on the Public Agency Eligible List, to download forms, or to apply, please visit our website at: <http://www.jobaps.com/placer/sup/abfreenames.asp>.

EQUAL OPPORTUNITY EMPLOYER

Thank you for your interest in employment with Placer County. Placer County is an equal opportunity employer and is committed to an active nondiscrimination program. It is the stated policy of Placer County that harassment, discrimination and retaliation are prohibited and that all employees, applicants, agents, contractors, and interns/volunteers shall receive equal consideration and treatment. All terms and conditions of employment, including but not limited to recruitment, hiring, transfer and promotion will be based on the qualifications of the individual for the positions being filled regardless of gender (including gender identity and expression), sexual orientation, race, color, ancestry, religion, national origin, physical disability (Including HIV and AIDS), mental disability, medical condition (cancer or genetic characteristics/information), age (40 or over), marital status, military and/or veteran status, sex (including pregnancy, childbirth and related medical conditions), or any other classification protected by federal, state, or local law. Please contact the Human Resources Department at least 5 working days before a scheduled examination if you require accommodation in the examination process. Medical disability verification may be required prior to accommodation.

BENEFITS

The following information represents benefits currently available to permanent Placer County employees and may be subject to change. It is advisable that applicants inquire as to the most current benefit package during hiring interviews or by contacting the Human Resources Department.

[Click here to view benefits for General bargaining unit](#)