

Transportation Superintendent (Bus)

Internal/External

Salary Range: \$87,684 - \$122,736 annually
(Plus Excellent Benefits)

Posting Date: April 5, 2018 (Thu)
Filing Deadline: April 25, 2018 (Wed)

SUPPLEMENTAL QUESTIONNAIRE AND OFFICIAL 10-YEAR (H6) DMV PRINTOUT ARE REQUIRED AT THE TIME OF APPLICATION

BRIEF DESCRIPTION

The purpose of this position is to assist with the overall management of activities of an operating bus transportation department focused on accomplishing goals and objectives to support the strategic plan of the agency, efficiency of operation, cost effectiveness and positive management-labor relations. This is accomplished by providing supervisory and administrative oversight of operating and supervisory staff and resources to ensure that service objectives are achieved within budgetary constraints; assisting with monitoring staff compliance with policies, rules, procedures, regulations, practices, and labor agreements; directs the maintenance of employee records and division statistics; and supervises the review and analysis of transit operations and monitors system performance to identify and resolve problems while ensuring efficiency and cost-effectiveness. Other duties include, but are not limited to, representing the District, observing and analyzing work practices, promoting safe practices and safety campaigns, and coordinating with staff and other departments. Specific responsibilities in the daily operations and training programs administration depend on assignment and incumbents may be cross-trained or reassigned as necessary.

ESSENTIAL FUNCTIONS

Assists in the overall day to day management of the transportation department by monitoring operations and ensuring effective and consistent operating practices; participating in work plan development/personnel utilization and staff assignments; monitoring and authorizing payroll adjustments; investigating and correcting payroll deficiencies; serving as the departmental liaison with labor unions, other departments and agencies; coordinating the handling of passenger service complaints and emergencies; collecting, compiling and analyzing related data and preparing reports; Prepares and conducts operator bid sign-ups; Provides direction to Operators during accident/incidents, schedule or route changes, and emergency situations; oversees vehicle service for bus bridges, seasonal and special events, including projecting equipment and staffing demands, and scheduling appropriate personnel; and administering the Collective Bargaining Agreement as it applies to the department's service. Administers the District's Operations Training programs by planning and organizing a program for the instruction of new operators; re-instruction of veteran operators and other RT employees, in the safe manner of operating transit buses in accordance with RT's policies and procedures; coordinating the utilization of operator in-line trainers for training new operators; determining objectives, goals, and methods of instruction for curriculum and lesson plans; functioning as a resource, facilitator, or instructor, and participating in operator and other technical training as needed; administering the Department of Motor Vehicles Employer Testing and Pull Notices Programs; collecting, compiling and analyzing related data in order to identify training needs and program effectiveness and ensure compliance with applicable laws and regulations. Provides supervisory and administrative oversight by establishing and reviewing employee performance standards, conducting evaluations with supervisory staff; developing performance improvement plans and administering discipline when appropriate; participating in the selection of staff; assists with conducting disciplinary investigations, attendance counseling, grievance hearings, and and counseling sessions and acting as a hearing officer and rendering decisions regarding labor agreements and grievance issues. Provides program, policy, and procedure review and analysis by developing programs to improve transportation operations, operations training and safety programs; evaluating, recommending and implementing departmental policies, procedures, and quality standards. Prepares written incident reports, correspondence, bulletins and standard operating procedures; Supervises the investigation of accidents and analyzes accident trends to minimize recurrence; Works closely with the Safety Department and Risk Management Department to communicate and implement safety rules, policies, and procedures in support of the agency's safety vision and goals; and maintains accountability for the safety performance of all subordinate employees. Acts as Director in the Director's absence. Participates in various annual and bi-annual audits and coordinates audit activities with outside agency representatives; represents the District, as assigned, in various committees and meetings related to transportation operations and training, coordinates RT's Bus Rodeo by overseeing local, regional and national participation and assists in the preparation of the department budget.

MINIMUM QUALIFICATIONS

Education: Associate's degree, diploma or equivalent from an accredited college, technical, business, vocational, or correspondence school in Business Administration, Public Administration or a related field. Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.

Experience: A minimum of five (5) years of experience in public transportation, with at least three (3) years of supervisory experience in bus operations. Previous transit training experience and TSI training such as Train the Trainer Certification, Fundamentals of Bus Collision Investigation, Supervisor Certification, and/or other TSI safety related courses desirable.

Special Requirements, Licenses and/or Certifications: Must possess a valid Driver's License at time of application and have the ability to obtain and maintain a California Class C driver's license. Must comply with drug and alcohol testing provisions for safety-sensitive employees as required by the FTA, Department of Transportation (49 CFR, Parts 40 and 655).

Candidates must submit a current and official 10-year (H6) DMV printout, dated April 5, 2018, or thereafter, at time of application, in order to be considered. Only official 10-year (H6) DMV printouts issued by the Department of Motor Vehicles are acceptable. Online DMV printouts will not be accepted.

Proof of required education beyond high school, such as college transcripts, diplomas, and/or certificates must be submitted at the time of application, if not substituting experience for the education requirement.

FILING

The minimum qualifications as stated on this job announcement represent only the basic requirements of the position. Meeting the minimum qualifications does not guarantee that a candidate will be invited to participate in other examination segments of the selection process. An employment application, supplemental questionnaire, official 10-year (H6) DMV printout and proof of education, as outlined above, are required for this position. Applications, job announcements, and copies of the complete job description are available at 2810 O Street, Sacramento, CA 95816, or through our website at www.sacrt.com.

Completed employment application, supplemental questionnaire, proof of education and official 10-year (H6) DMV printout, as outlined above, must be submitted to the Human Resources Department not later than Wednesday, April 25, 2018 at 5:00 p.m. RT does not accept e-mail applications, on-line applications, or late applications regardless of postmark. RT will not process incomplete applications. **Resumes are not accepted in lieu of an application, but may be included with the application.** For more information on benefits, a summary sheet is available from the Human Resources Department. The Human Resources Department will make reasonable efforts in the recruitment process to accommodate candidates with disabilities. For more information, contact the Human Resources Department at (916) 556-0298.

RT is an Equal Opportunity Employer. EOE - Minorities/Women/Disabled/Veterans.

Regional Transit Job Announcement

www.sacrt.com

2810 O Street, Sacramento CA 95816 (916) 556-0298

Sacramento Regional Transit District Supplemental Questionnaire

Transportation Superintendent - Bus

Final Filing Date: Wednesday, April 25, 2018

The purpose of this Supplemental Questionnaire is to obtain additional job-related information to identify the most qualified applicants to continue in the selection process. Completion of this material is required and your responses must be submitted with your employment application by 5:00 p.m. on the final filing date. **Candidates who do not complete this Supplemental Questionnaire will be eliminated from further consideration.**

Please answer the following questions. Attach answers on a separate sheet of paper and number each item accordingly.

1. Describe, in detail, your experience in public transportation. In your response, include the employer and number of years/months you performed the function.
2. Describe, in detail, your experience in a bus operations environment. In your response, include the employer and number of years/months you performed the function.
3. Describe, in detail, your experience and specific responsibilities administering collective bargaining unit contracts and managing in a union environment. In your response, please include the employer and number of years/months you performed the function.
4. Describe, in detail, your bus operations supervisory experience, including details of the oversight you provided. In your response, include the employer and number of years/months you performed the function.
5. Describe, in detail, any transit training experience you have. In your response, include the employer and number of years/months you performed the function. Also, identify any TSI training and/or other TSI safety related courses you have.