

# Regional Transit Job Announcement

2810 O Street, Sacramento CA 95816 (916) 556-0298 www.sacrt.com

## Transportation Supervisor

### Internal / External

**Salary:** \$37.10 - \$51.95 hourly  
(Plus Excellent Benefits)

**Posting Date:** November 29, 2018 (Thu)  
**Filing Deadline:** December 12, 2018 (Wed)

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

#### JOB SUMMARY

This classification is primarily responsible for performing the following tasks: Dispatch assignment, radio communication assignments, field schedules and operations, field customer service, field safety and accident investigation, supervisory/administrative, train control, enforcement assignments and training. Some positions may be assigned to the training unit. Work mainly involves having primary responsibility for full-time supervision of staff including hiring/firing, corrective action, and completing and conducting performance evaluations.

The Sacramento Region is undergoing great transformational changes. As with any Metropolitan City, transportation is the backbone of a city. Good physical connectivity in the urban and rural communities are essential for economic growth. SacRT provides over 20 million rides annually to students, seniors, commuters, etc. As the largest transportation provider in the Sacramento region, SacRT employs close to 1,000 individuals and has over 700 retirees. As an employee of SacRT, you will receive great medical insurance, pension and other benefits that many private agencies simply cannot provide. As a large employer in the Sacramento area, we take pride in our employees by providing training and opportunities for personal growth and advancement.

#### ESSENTIAL FUNCTIONS

- ) Dispatch: Organize, prepare and assign work to bus and/or train operators to maintain schedules and services. Organize and prepare weekly bid process. Calculate and document operator timekeeping and pay records. Coordinate vehicle availability.
- ) Radio Communication: Manage radio communications by directing bus and/or train operators and support staff to maintain service. Coordinate communication with maintenance, road supervisors, police services, emergency services, transit officers and security. Record service disruptions and other unusual activities.
- ) Field Schedules and Operations: Provide on-site supervision for bus/rail operations, transfer stations, and emergency incidents. Evaluate routes, schedules and general operations to ensure service is provided according to schedule. Perform time and performance checks. Conduct area patrols to ensure safety and smooth operation.
- ) Field Customer Service: Provide customer assistance with system/scheduling information, operation of vending machines, etc. Handle ill or unruly passengers by summoning medical assistance, obtaining law enforcement assistance or personally handle. Research, identify, investigate, interview, document and resolve customer service complaints/commendations. Promote good corporate image to public.
- ) Field Safety and Accident Investigation: Conduct accident investigations in accordance with District, DOT and FTA requirements. Respond to, evaluate, determine and coordinate emergency services. Assist police, fire and ambulance services in an emergency. Conduct traffic control, determine vehicle status for continued safe operations and coordinate with radio control to maintain scheduled service. Develop route deviation during road closure, light rail failure and school service.
- ) Training: Train operators in all aspects of duties. Conduct classroom and OJT training sessions. Develop lesson plans for new training requirements and update existing plans. Maintain documentation of operator training. Train Control: Track system and yard progress. Monitor schedule adherence. Authorize and schedule extra trains, test trains, add/cut cars. Document, log and keep records of events.

#### MINIMUM QUALIFICATIONS

**Education:** High School Diploma or equivalent.

**Experience:** Three years transportation service related work experience, preferably in the public transit industry. Supervisory experience preferred.

**Special Requirements:** Must possess a valid drivers' license at time of application, with the ability to obtain and maintain a valid California Class B driver's license with passenger and air brake endorsement(s). Must have satisfactory driving record. Light Rail assignment requires color acuity and ability to pass RT's LRV Operator's license and Rule Book within 90 days of appointment. Must have the ability to pass pre-employment DOT drug test, physical examination, background check and reference check. 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). (See job description for complete list of special requirements, licenses and/or certificates.)

**Candidates must submit a current and official 10-Year (H6) DMV printout, dated November 29, 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 printout will not be accepted.**

#### 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 and an official 10-year (H6) DMV printout are required for this position. Applications, supplemental questionnaires, 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](http://www.sacrt.com).

**Completed employment application, supplemental questionnaire, and an official 10-Year (H6) DMV printout must be submitted to the Human Resources Department not later than Wednesday, December 12, 2018, at 5:00 p.m.** RT does not accept e-mail applications, on-line applications, or late applications regardless of postmark. **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.**

This position falls under the AFSCME Collective Bargaining Unit.

**(Supplemental Questionnaire on Reverse Side)**

# Sacramento Regional Transit District Supplemental Questionnaire

## Transportation Supervisor

**Final Filing Date: Wednesday, December 12, 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.**

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

1. Describe, in detail, your public transit work experience that is relevant to the responsibilities of this position. In your response, include your job title, responsibilities, employer and dates of employment. (Public Transit is defined as an organization whose main purpose is to provide regularly scheduled transportation to the public for a fee by means of bus, light rail, subway, commuter trains, etc.).
2. Describe, in detail, any supervisory work experience you may have. In your response, include your job title, responsibilities, the number of employees you supervised and their job title(s), employer and dates of employment.
3. Describe, in detail, any training you have received that is relevant to the responsibilities of this position. In your response, include a description of the training, dates and locations the training was received and the organization/agency that administered the training.