

# CITY OF SIMI VALLEY

## TRANSIT SUPERINTENDENT

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under general direction, supervises, reviews and participates in the work of staff responsible for overseeing daily transit fixed-route and paratransit operations; ensures work quality and adherence to established federal, state and local safety policies and procedures; and provides highly responsible and complex staff assistance to the Deputy Director/Transit.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Plan, prioritize, supervise, review and participate in the work of staff responsible for overseeing daily transit, fixed-route and paratransit operations to ensure the safe, efficient and effective delivery of service in compliance with federal, state and local regulations and policies.
2. Participate in the development and implementation of goals, objectives, policies and priorities; recommend and implement resulting policies and procedures; ensure the most efficient and effective delivery of services.
3. Establish schedules and recommend methods for providing transit services including overseeing and reviewing timelines and schedules; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
4. Develop, implement, modify, and review transit safety programs; ensure compliance with applicable federal and state laws and regulations.
5. Supervise staff preparation for audits/inspections conducted by federal and state audit officials.
6. Oversee compliance with the State of California Department of Motor Vehicles Commercial Driver licensing and testing requirements; ensure testing complies with applicable rules, regulations and mandates.
7. Supervise and assist in the preparation of technical specifications for vehicle procurement.
8. Review and evaluate proposed construction projects and plans; identify impact to Transit operations; recommend and implement solutions.
9. Assist in managing employee and labor relations for the Transit Division; participate in the effective resolution of differences between management and labor.
10. Design, coordinate and conduct on-going job proficiency and safety training programs; identify, recommend and coordinate enrollment in training courses, seminars or other in-service programs to assist operations staff in improving work performance.
11. Conduct random investigations of Transit Coach Operator driving records; document and report Negligent Operator points recorded against drivers for violations of transit laws; maintain accurate and complete driving record files.
12. Review complaints from the general public regarding transit operations; resolve problems in a timely, effective, and efficient manner; investigate transit accidents and incidents; prepare reports and maintain necessary records.

13. Train, motivate and evaluate transit personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
14. Represent transit operations at a variety of committee and commission meetings.
15. Serve as liaison on selected operational issues with other City divisions.
16. Prepare analytical and statistical reports on transit operations and activities; disseminate transit information to appropriate staff.
17. Provide staff assistance to the Deputy Director/Transit; participate on a variety of committees; prepare and present staff reports and other correspondence as appropriate and necessary.
18. Respond to the activation of the City's Emergency Operations Center (EOC) by coordinating the transportation of emergency personnel, resources, equipment and supplies; coordinate the City's Disaster Route Priority Plan.
19. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of transit operations.
20. Perform related duties as required.

### **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **Knowledge of:**

Operations, services and activities of a public transportation program.  
Methods and techniques of delivering public transportation programs.  
Principles of supervision, training and performance evaluation.  
Modern and complex principles and practices of developing transit safety programs.  
Principles and procedures of record keeping.  
Training requirements, methods, and techniques associated with the licensing and certification of Transit Coach Operators.  
Principles of basic report preparation.  
Public relation principles.  
Pertinent federal, state and local laws, codes and regulations, including requirements of the Americans with Disabilities Act as it relates to public transit services.

#### **Ability to:**

Supervise the daily activities for transit services.  
Supervise, organize and review the work of lower level staff.  
Operate commercial passenger vehicles for the purpose of providing public transit services.  
Select, supervise, train and evaluate staff.  
Develop, implement and modify transit safety programs.  
Conduct random investigations of Transit Coach Operator driving records.  
Interpret and apply federal, state, and local policies, laws, and regulations.  
Interpret and explain transit policies and procedures.  
Maintain complete and accurate employee records and files.  
Respond to new, changing, and/or critical situations.  
Respond to requests and inquiries from the general public.  
Investigate and resolve problems and issues within transit operations.  
Read and interpret blueprints and plans.  
Prepare clear and concise reports.  
Assist in the preparation of applications for federal grants.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education/Training:**

Equivalent to the completion of the twelfth grade supplemented by college level course work in business administration, transportation planning or a related field.

**Experience:**

Four years of increasingly responsible experience in transportation administration, including one year of supervisory responsibility.

**License or Certificate:**

Possession of a valid Class B driver license with Passenger (P) Endorsement and a valid Medical Examination Certificate.

Possession of, or ability to obtain within one year of employment, a valid California Verification of Transit Training Certificate (VTT) or School Bus Driver Certificate.

Possession of, or ability to obtain within one year of employment, a valid Transportation Safety Institute Mass Transit Instructor Orientation and Training Certificate (Train-the-Trainer) or a valid California Department of Education Bus Driver Instructor Certificate.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Standard office setting; travel from site to site; exposure to noise, smoke, fumes, gases.

**Physical:** Sufficient physical ability necessary for sitting, walking or standing for prolonged periods of time; light to moderate lifting.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

**Hearing:** Hear in the normal audio range with or without correction.

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*Johnson & Associates*

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