

CITY OF SIMI VALLEY

TRANSIT SUPERVISOR

*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 direction, oversees and supervises daily transit, fixed-route and paratransit operations; handles various transit incidents and complaints; leads and participates in the more complex and difficult work of staff; and provides responsible staff assistance to the Transit Operations Manager.

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. Oversee and supervise daily transit, fixed-route and paratransit operations; lead and participate in the more complex and difficult work of staff including ensuring transit operations are in compliance with the federal Americans with Disabilities Act (ADA).
2. Participate in the selection of assigned staff; train assigned employees in their areas of work including methods, procedures and techniques of transportation operations; conduct employee evaluations; investigate, prepare, and conduct counseling, disciplinary and/or termination actions as required.
3. Verify the work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards and specifications.
4. Participate in the development of policies and procedures; monitor work activities to ensure compliance with established federal and state laws and regulations, and City policies and procedures; make recommendations for changes and improvements to existing standards and procedures.
5. Respond to and investigate complaints from the general public regarding transit, fixed-route and paratransit operations; resolve problems in a timely and efficient manner.
6. Assist in conducting random investigations of Transit Coach Operator driving records; maintain accurate and complete driving record files for audits.
7. Review operator inspection reports; coordinate maintenance and repair activities for transit, fixed-route and paratransit operations equipment and vehicles.
8. Monitor and/or review the issuance of ADA certification to individuals in the Simi Valley Transit (SVT) service area.
9. Participate in administering the State of California Department of Motor Vehicles Commercial Driver licensing and testing requirements; ensure testing complies with applicable rules, regulations and mandates; plan and conduct monthly in-service training for retention of California Verification of Transit Training Certificate (VTT).
10. Prepare weekly time sheets for assigned Transit Coach Operators; monitor time sheet changes; respond to transit coach operators inquires regarding payroll as assigned.
11. Develop the work plan for assigned transit services and activities; assign work activities and projects.
12. Remove fare box vaults from transit vehicles and prepare revenue for pickup/delivery to bank as necessary.

13. Coordinate the maintenance, repair and installation of bus route signs, fixtures, benches, and shelters at bus stops; maintain records of bus stop projects.
14. Develop and distribute announcements, brochures, bus schedules, advertising, and press releases to promote transit services.
15. Participate in the preparation of assigned budget including providing input regarding vehicle specifications, vehicle procurement, and vehicle replacement schedules.
16. Conduct a variety of organizational studies; prepare clear and concise reports on findings.
17. Identify, recommend and coordinate enrollment in training courses, seminars or other in-service programs to assist operations staff in improving work performance.
18. Respond to the activation of the City's Emergency Operations Center (EOC) by assisting in coordinating the transportation of emergency personnel, resources, equipment, and supplies; assist in coordinating the City's Disaster Route Priority Plan.
19. Serve as staff liaison on assigned committees as necessary.
20. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of transit, fixed-route and paratransit operations.
21. 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:

Methods and techniques of delivering public transportation programs.
Principles of supervision, training and performance evaluation.
Principles of basic report preparation.
Principles and procedures of record keeping.
Training requirements, methods, and techniques associated with the licensing and certification of Transit Coach Operators.
Operational characteristics of transit equipment and vehicles.
Pertinent federal, state and local laws, codes and regulations.

Ability to:

Supervise, organize and review the work of lower level staff.
Supervise, train and evaluate staff.
Develop a work plan for assigned transit services and activities.
Operate commercial passenger vehicles for the purpose of providing public transit services.
Interpret and explain transit policies and procedures.
Maintain complete and accurate employee records and files.
Coordinate maintenance and repair activities for transit equipment and vehicles.
Respond to requests and inquiries from the general public.
Investigate and resolve problems with transit, fixed-route and paratransit operations.
Prepare clear and concise reports.
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:

Three years of increasingly responsible transportation administration experience.

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 the first six months of employment, a valid California Verification of Transit Training Certificate (VTT).

Possession of, or ability to obtain within the first six months of employment, a valid Transportation Safety Institute Mass Transit Instructor Orientation and Training Certificate (Train-the-Trainer).

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: Office environment; field environment; travel from site to site; exposure to noise, smoke, fumes, gases.

Physical: Essential and marginal functions may require maintaining physical condition 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.

Adopted: October 2003
Johnson & Associates

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