TO: All Departments

FROM: Carolyn Washington
Assistant General Manager

Date: October 19, 2020

Subject: Vacancy for Transportation Supervisor
Monroe Transit System

Monroe Transit System has an opening for a Transportation Supervisor. If this position is not filled by a current city employee within 5 working days it will be opened to the public on 12/3/2020.

TRANSPORTATION SUPERVISOR

JOB DESCRIPTION:

Under the supervision of the Assistant General Manager, is responsible for the operator’s supervision; reporting of operational problem areas; bus stop signing program; vehicle dispatching and supervision; vehicle servicing operations; and performs other duties as assigned.

TYPE OF WORK

- Will work variety of hours, including shift work from 5:00 A.M. to 11:00 P.M.
- Six (6) day work week, Sundays off.
- Must be able to document farebox readings; prepare daily operating and accident reports.
- Ability to work well with the general public.
- Ability to operate a bus safely when needed.
- Must be neat and clean in appearance when reporting for work.
- Steady, on-time attendance essential.
• Monitors operator conduct and performance daily, applying disciplinary action when required (forwards written disciplinary action to Assistant General Manager).
• Conduct on-time performance checks daily.
• Assists drivers in handling all situations on a daily basis. (May include driving a route).
• Monitors on-time arrival at the garage daily and check on-time departure from garage.
• Investigates accidents and assists in getting service back in operation.
• Investigates and reports on passenger/citizen service complaints as they occur.
• Redirect late buses when necessary.
• Relays assignment changes to operators as needed
• Responds to emergencies involving operator and/or passengers.
• Maintain records of damaged signs for reinstallation.
• Monitors daily employees sign-in-sheets, and destination signs
• Check to make sure that the vehicles are properly cleaned inside and out at 10:30 pm nightly.
• Utilizes Microsoft Excel spreadsheet and Microsoft Word as needed in completion of work.
• Performs other duties as assigned.

QUALIFICATIONS:
• Must have a copy of your Social Security Card.
• Must have a copy of your Driver’s License.
• Must have a copy of a current Motor Vehicle Report and Criminal History.
• Must have a Valid Louisiana Class B CDL License with (P) Passenger and Airbrakes Endorsement and NO VIOLATIONS or ACCIDENTS within the last three (3) years.
• Must be able to pass a DOT Physical Exam and Drug screen test. (No current heart problems or use of insulin, unless waived by a Doctor under strict restrictions).
• No disciplinary Action on record for past three (3) years (current employee applicant).
• Must possess his/her own transportation and telephone.
• Must have at least one (1) year experience in the operation of a vehicle that weighs in excess of 26,000 pounds.
• Must be able to lift 35 pounds if needed
• If you have worked for a previously Transportation Agency we will need a two (2) year drug history.
• Must have a high school diploma.
PHYSICAL REQUIREMENTS:
- Must have manual dexterity to operate computer and other office equipment.
- Must be able to pick up and carry 35 pounds, sit and stand for an extended period of time, utilize tools, reach, stoop, crawl, lie on the floor, push equipment and turn knobs and screws.

Rate of pay depends on experience and qualification.

Acknowledgment
I ________________ read and understand the job description for Transportation Supervisor. I feel to the best of my knowledge that I can perform all duties and meet the requirement for this position.

Date: ________________