



**DUTCHESS COUNTY
CLASS SPECIFICATION**

**JOB TITLE:
TRANSIT OPERATIONS
SUPERVISOR**

DATE ADOPTED: 03/22/2022

LAST REVISION:

Page 1 of 2

DISTINGUISHING FEATURES OF THE CLASS:

This is a supervisory and administrative position responsible for the operations of the Transit Department. The work is performed under the general supervision of a higher-level supervisor with considerable leeway allowed in the planning and supervising of work activities. General supervision is exercised over subordinate operations employees. This is a safety-sensitive position and is subject to pre-employment DOT drug testing and ongoing DOT drug and alcohol testing.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Develops electronic databases and spreadsheets or other form of electronic or paper source to track and monitor transit-related data;
2. Oversees the work of the Transit Operations Assistants;
3. Oversees the Operations Department in the absence of Transit Operations Supervisor II;
4. Oversees driver pre and post trip forms and check for accuracy and completeness;
5. Maintains transit-related files;
6. Develops and submit reports;
7. Participates in road supervision/Hub ambassador program;
8. Assists in NTD sampling program administration and monitoring;
9. Conducts training programs and schedule for Bus Driver III and Transit Operations Assistants;
10. Monitors telephone messages;
11. May responds to customer;
12. Monitors bus pass sales;
13. Supervises and schedules fare counting;
14. Checks transit-related forms for completeness and accuracy;
15. May be required to drive a Transit Bus.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (KSA's):

Thorough knowledge of the principles and practices of the Transit Division; thorough knowledge of accepted safety practices and OSHA standards for the trade; thorough knowledge of the operation and mechanical functions of transit vehicles; good knowledge of state and federal laws and regulations as it pertains to transit operations; ability to plan, supervise and inspect the work of others; ability to communicate, both orally and in writing; ability to follow oral and written instructions; ability to lead and direct the work of others; ability to keep records,; ability to exercise good judgment and to apply proper safety procedures to daily work activities; manual dexterity; good hand and eye coordination; dependability; initiative; resourcefulness; physical condition commensurate with the demands of the position.



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MINIMUM QUALIFICATIONS:

Two (2) years of full-time paid work experience in overseeing the operations of buses or other transportation vehicles which shall have included scheduling and interacting with the public.

SPECIAL REQUIREMENTS:

Candidates must possess the following:

1. A valid New York State Commercial Driver's License (CDL) Class B with passenger and airbrake endorsement at time of application and to maintain position; and
2. 19A Qualification prior to employment commencing and for duration of employment.

COUNTY USE ONLY:

BARGAINING UNIT/GRADE: CSEA-8 / 14		JURISDICTIONAL CLASSIFICATION: Competitive	
EEO Code: Technicians	FLSA Code: 07 - 7 days in work period	WC Code: 8394 - Bus Driver	NYSLRS Job Code: 03600E
REVISION HISTORY:			