

## **TRANSIT SYSTEM SUPERVISOR**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a technical and administrative position responsible for the overall operation of the city bus system, routing, and driver supervision. The work is performed under the general supervision of the City Manager. Supervision is exercised over subordinate employees within the transit system.

### **TYPICAL WORK ACTIVITIES:**

1. Completes various required State and Federal reports;
2. Monitors the operation of the city bus system in order to insure adherence to schedules;
3. Conducts driver training and testing;
4. Recommends new routing and route revisions for the bus system;
5. Prepares purchase orders for all department requirements within approved budget;
6. Maintains required personnel files for all drivers including those files as required by NY State Motor Vehicle Department Article 19A;
7. Coordinates equipment, and maintenance requirements;
8. Does related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:**

Good knowledge of bus transportation system operation; good knowledge of the principles and practices of bus routing; ability to read and interpret moderately complex written information; ability to supervise the work of others; ability to deal effectively with public and private sector officials and the public; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma and five (5) years of progressively responsible experience supervising or coordinating the operation of a bus system.

NOTE: Formal education may be substituted for work experience up to a maximum of four years or 120 credit hours.

### **SPECIAL REQUIREMENT:**

Possession of a valid appropriate level commercial driver's license. In addition, must obtain an Article 19-A Examiner License from New York State Department of Motor Vehicles.

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