

**POSITION:** Transit Operations Supervisor  
**GRADE:** 8N

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**FLSA:** Non-Exempt  
**DATE:** 5/2015

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**POSITION SUMMARY:** This position is responsible for providing supervision to all transit drivers; in addition, this position is responsible for the oversight and creation of an ongoing transit schedule involving drivers and vehicles and oversight of the coordination of vehicle repair and maintenance. The position also ensures compliance with Federal Transit Administration, Maryland Transit Administration and local regulations in regard to day-to-day operations. Lastly, this position also performs other duties as assigned.

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**ESSENTIAL FUNCTIONS:**

1. Oversee the coordination, scheduling, routing and dispatching of buses;
  2. Oversees assignment of drivers and operational vehicles to meet the day-to-day passenger requirements as established by ridership statistics and vehicles available which includes scheduling bus repairs and maintenance;
  3. Recruit, oversee training, and supervise employees and volunteers;
  4. Establish and maintain new driver and in-service training;
  5. Collects, analyzes and formalizes accurate data for local, the MTA and National Transit Database quarterly/yearly reports to insure continued funding for Transit operations;
  6. Initiate departmental transportation policy review and operational/ safety procedures while working closely with MTA regarding funding, planning, transit policies and procedures to ensure compliance;
  7. Establishes cost/ service effective fixed route schedules and makes changes to existing route schedules as required and submits to MTA for proper approval when applicable;
  8. Performs analysis of future equipment and vehicle needs based on proposed expansion and vehicle replacement requirements;
  9. Assist with research and preparation of all technical bid specifications for the purchase of new and replacement vehicles;
  10. Responsible for employee hiring and disciplinary process, to include promotions, counseling, and performance evaluations;
  11. Prepares training schedules, conducts classes and maintains employee training and administrative records as required by the Maryland Public Service Commission;
  12. Maintains close liaison with the county vehicle maintenance contractor to ensure that proper staffing and vehicle spare parts are maintained at the bus repair facility;
  13. Responsible for on-site investigations and the preparation of all vehicle and personnel incident and accident reporting;
  14. Is on call from 4:30am to 8:00pm Monday through Friday and weekends to answer emergency needs of the transit system;
  15. Perform other duties as assigned.
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**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

1. A commitment to public transportation with a strong background in transit operations, maintenance, administration and training;
2. Excellent management and supervisory skills, with the ability to work independently with minimal supervision;
3. A sound knowledge of the Federal Motor Carrier Safety Regulation, Maryland Public Service Transportation requirements, Maryland Commercial Motor Vehicle regulations, the Americans with Disabilities Act and the National Transit Database;
4. The ability to communicate effectively with supervisors, employees and the general public, to include the elderly, mentally and physically challenged;
5. Proficiency with computer operations to include Microsoft Office and other related software;
6. Comprehend technical instructions, vehicle and equipment specifications and able to read drawings/ writing diagrams;
7. Knowledge of roads networks for area covered;
8. Ability to create and assist with preparation and/or management of departmental operations within County

budget parameters.

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**REQUIRED EDUCATION AND EXPERIENCE:**

1. Associates Degree in Human Services or a related field from an accredited college or university; Bachelor's Degree preferred;
  2. Five (5) or more years' experience in the passenger transportation field, with at least two (2) years supervisory experience OR HSD/ GED and an equivalent combination of training, education and experience;
  3. Valid Driver's License; Must obtain Maryland Commercial Driver's License (CDL), with Passenger (P) endorsement within six (6) months of employment.
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**PHYSICAL ENVIRONMENT AND CONDITIONS:** Work requires moderate physical effort in handling of light to medium in weight materials. The work environment involves everyday risks of discomforts which require normal safety precautions typical of such places as offices, meetings and training rooms, and residences or commercial vehicles, e.g., use of safe work place practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, and/or working in moderate outdoor weather conditions.

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The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions of this job.