

Job Title: OPS Transportation Supervisor

Compensation: \$18.23 - \$18.23

FLSA Status: Non-exempt

Salary Admin Plan: OPS (temporary-part-time)

Pay Grade: OPS Career Level 5

Position Summary:

Incumbents coordinate transportation services and assess, inspect, test, operate, and maintain a variety of vehicles. Responsibilities may include maintaining and repairing College vehicles; purchasing parts and supplies; monitoring a budget; scheduling maintenance and repair appointments; fueling vehicles; scheduling drivers and travel routes; estimating bus travel expenses; training drivers; administering the drug and alcohol testing program; and maintaining maintenance and repair records.

Requirements:

Education:

High School Diploma or equivalent (GED).

Experience:

Five years experience driving a school bus or multi-passenger motor coach.

**An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job may be acceptable in lieu of those requirements listed above.*

Knowledge:

- Supervisory principles;
- Applicable Federal, State, and local laws, rules, regulations, codes, and/or statutes;
- Transportation principles related to area of assignment;
- Transportation scheduling techniques;
- Recordkeeping principles;
- Bus inspection principles;
- Customer service principles;

- Computers and related software applications.

Skills:

- Monitoring and evaluating employees;
- Prioritizing and assigning work;
- Monitoring transit operations;
- Performing inspections of vehicles, equipment, and facilities;
- Providing customer service;
- Maintaining operational records;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Physical:

- Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, seeing and repetitive motions.
- Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Incumbents may be subjected to fumes, odors, and extreme temperatures.

License:

Valid Class B Florida CDL with air brake and passenger endorsement.

Responsibilities:

These duties are a representative sample; position assignments may vary.		Potential Frequency
1.	Supervises staff to include: prioritizing and assigning work; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment.	Daily 15%
2.	Monitors and coordinates transit schedules and routes; revises schedules and route changes as necessary.	Daily 30%
3.	Responds to inquiries or requests for information regarding transportation, route, and/or scheduling policies, procedures, and/or other related information. Resolves problems and/or conflicts that occur.	Daily 10%
4.	Performs inspections of vehicles for proper functioning and cleanliness.	Daily 10%
5.	Monitors and maintains inventory of equipment and parts.	Weekly 5%
6.	Monitors a budget, which includes preparing cost, estimates for budget recommendations, submitting justifications for budget items, and monitoring and controlling expenditures.	Weekly 10%
7.	Prepares and maintains a variety of operational records and reports.	Daily 10%
8.	Performs other duties of a similar nature or level.	As Required

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