

CITY OF HELENA



Position Title: Transit Supervisor
Position #: 14610
EEO Category: (08) Service Mntce
EEO Function: (15) Other

Department: PW/Bus
Grade: 147
FLSA: Exempt
Work Comp Code: 8743

DEFINITION

Under general direction, to supervise, plan, coordinate and develop the activities and operations of the Helena Area Transit Service (HATS) within the Public Works Department. Works with outside agencies and the general public to coordinate service activities and identify and develop improvements to the Helena transit system and to provide highly responsible and complex administrative support to the Public Works Director.

SUPERVISION RECEIVED

Supervised by the Director of Public Works.

SUPERVISION EXERCISED

Exercises direct supervision over administrative and operations staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Supervise, direct and coordinate program development, work plans, budgets, staffing, and operational activities for the Helena Area Transit Service (HATS).

Serves as the City's representative and represents the transit system before local, state, and federal agencies or other public groups; providing information and consultation to the City Commission in matters pertaining to the programs and services of the system.

Serves as a voting member of the City Commission appointed Intergovernmental Transit Committee and state mandated Helena Transportation Advisory Council to develop long range transit administration, program structure, funding mechanisms and services.

Review of subdivisions or other land use proposals relative to transit issues.

Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff and operator training; work with employees to correct deficiencies; implement discipline and termination procedures.

Prepare and/or oversee the preparation of applications for state, federal and private grant programs and the administration of grants received for bus transit system.

Transports individuals to collection sites for drug/alcohol testing during and after normal business hours.

Transports and deposits cash receipts from fare boxes and transit sales.

Identify opportunities for improving service delivery methods and procedures; implement policies, programs and improvements.

Coordinate assigned services and activities with those of other divisions and outside agencies and organizations.

Important & Essential Duties cont.:

Provide staff assistance to the Public Works Director; advise on program development and implement changes, prepare and present staff reports and other necessary correspondence; review divisional reports to ensure compliance with appropriate departmental and City rules, regulations, and policies as well as appropriate local, State, and Federal laws.

Develop, promote and sell bus advertising for HATS to generate additional revenues for the operation and expansion of the transit service.

Prepare and maintain records and statistics for the HATS including ridership, bus mileage, revenues and other key performance indicators; ensure the accuracy of the figures; prepare quarterly Federal reports.

Inspect and verify work in progress and completed work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.

Respond to and resolve difficult inquiries and complaints.

Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends, innovations, and regulations in the municipal bus transit systems.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

Assume responsibility for the maintenance of the HATS buildings, landscaping, and general grounds upkeep.

SAFETY RELATED DUTIES:

Abide by the City of Helena and department/division work practices established for specific job assignments and occupations.

Report occupational injuries, illnesses and near misses immediately to their supervisor. Follow supervisor instructions for obtaining first aid and/or medical attention. Participate in accident investigations as requested by the supervisor.

Participate fully in safety training. Suggest improvements in safety training requirements or programs to the supervisor or the safety committee.

Identify unsafe work conditions and unsafe practices. Correct hazards or report them to the supervisor or safety committee as appropriate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of a comprehensive municipal bus transit system,

Modern and complex principles and practices of municipal bus transit program development, funding, bus route scheduling, accounting and management.

Methods, materials, techniques, and equipment used in municipal bus transit.

Occupational hazards and standard safety practices necessary in the area of work.

Advanced principles and practices of budget preparation and administration.

Principles of supervision, training and performance evaluation.

Knowledge of cont.:

Pertinent Federal, State, and local laws, codes, and regulations.

Modern office practices, methods, and computer equipment.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Operate a two-way radio.

Ability to:

Manage and coordinate the work of administrative, technical and maintenance personnel involved in transit management and service,

Select, supervise, train and evaluate staff.

Ensure the maximum utilization of manpower, equipment, and supplies.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.

Prepare budgets and maintain accurate and complete records.

Prepare and administer budgets.

Prepare clear and concise administrative and financial reports.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Respond to requests and inquiries from the general public.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Physical Demands & Work Environment

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, climb, and lift 30 lbs; exposure to noise, vibration, confining work space, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations. Work in a modified office environment.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Five years of responsible experience in transit operations, private business experience, or grant coordination/administration experience including three years of administrative and supervisory responsibility.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training with course work in Public Transportation, Public Administration, Accounting, Business Administration or a related field.

License or Certificate:

Must possess a valid drivers license with acceptable driving record at the time of hire and have the ability to obtain a valid MT drivers license within six months of hire.

After reading this job description, as of this date, would you require any accommodation to perform these duties?

YES or NO (circle one)

Employee's Signature: _____

Date: _____