



## **CAREER OPPORTUNITY**

### **Transportation Supervisor**

**Department: Operations Department**

**Reports To: Transportation Director**

**Salary: \$46,716.80**

**Status: Full-time/Exempt**

#### **Work Hours:**

**Must be available to work flexible schedule; including weekends and holidays between the hours of 4:00 a.m. and 2:30 a.m.**

#### **Summary:**

Perform a variety of functions to ensure that quality transportation service is efficiently delivered to customers. Ensure "World Class Service" is provided to customers and provide "hands-on" assistance and information to customers and the public. Perform both field and office assignments including dispatching activities, operations communication, and allocation of drivers to obtain optimum use of facilities, equipment, and human resources. Supervise and instruct Bus Operators and Paratransit Drivers concerning safety, service, and scheduling. Ensure schedule compliance and generate accurate operational records for reporting and analysis. Investigate accidents, unusual incidents/occurrences, and complaints and files appropriate reports. Address complaints and assist in problem resolution. Monitor system for compliance with State and Federal regulations, Company policy, and the Collective Bargaining Agreement ensure a safe environment for the operation of service.

#### **Qualifications**

HS/GED and two (2) years related experience or training in public transportation or supervisory experience. Bachelor's degree in Business Administration, Transportation Planning, Public Administration, or related field of study preferred. Bi-lingual ability a plus. Will be required to have or obtain a Commercial Driver's License with Passenger endorsement. Must be able to pass a DOT Physical examination and drug/alcohol screen

#### **Required Skills**

Valid Georgia Drivers' License and no more than two (2) points within the past five (5) years. Intermediate computer skills level. Experience with word processing, spreadsheets, Internet software, e-mail, or database software preferred.

Excellent written and verbal communication skills.

Ability to appropriately handle problems involving variable situations.

Ability to read a map and possess knowledge of the service area.

Regularly required to stand; walk; use hands to manipulate, handle or feel; reach with hands and arms, and talk or hear and occasionally required to lift to 50 pounds

**Hours/Days:** Must be flexible to be scheduled to work between the hours of 4:00 a.m. to 2:30 a.m. weekdays, weekends and holiday.

**Submit resume online at [hr@catchacat.org](mailto:hr@catchacat.org) and enter the title of the position in the subject line of the email.**