



CAREER OPPORTUNITY

TRANSPORTATION SUPERVISOR

Department: Operations

Status/FLSA: Full-time, Exempt

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

Reports to: Transportation Director

Salary Range: \$46,725.00 - \$58,000.00

Benefits: Excellent benefits package

SUMMARY

Perform a variety of functions to ensure that quality transportation service is efficiently delivered to customers. Ensures "Word Class Service" is provided to customers and provide "hands-on" assistance and information to customers and the public.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned:

- 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.
- Supervises and instruct Bus Operators and Paratransit Drivers concerning safety, service, and scheduling.
- Ensures schedule compliance and generates accurate operational records for reporting and analysis.
- Investigates accidents, unusual incidents/occurrences, and complaints and files appropriate reports.
- Addresses complaints and assists in problem resolution.
- Monitors system for compliance with State and Federal regulations, Company policy, and the Collective Bargaining Agreement to ensure a safe environment for the operation of service.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High School Diploma/GED and two (2) years related experience or training in public transportation or supervisory experience; or
- Bachelor's degree in Business Administration, Transportation Planning, Public Administration, or related field of study preferred.
- Will be required to have or obtain a Commercial Driver's License (CDL) with Passenger endorsement.
- Must be able to pass a DOT physical examination and drug/alcohol screen.
- Bilingual ability preferred, but not required.

REQUIRED SKILLS:

- Valid Georgia Driver's License with no more than two (2) points within the past five (5) years.
- Intermediate computer skill level. Experience with word processing, spreadsheets, Outlook email, accessing the Internet. 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 up to 50 pounds.

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

TO APPLY: E-mail resume to hr@catchacat.org. Please state the title of the position applying for in the subject line of the email.

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