

Position Description For Brazos Valley Route Supervisor

The purpose of this job description is to communicate the responsibilities and duties associated with the position of Route Supervisor. The following information should be considered a comprehensive description of this position; it should also be noted that some responsibilities and duties might not be specifically addressed. Brazos Transit District (BTD) fully expects every person to perform any reasonable task or request that is consistent with fulfilling company objectives. BTD recommends that all employees display an ongoing effort to familiarize themselves with the duties and responsibilities of those positions directly above and below his or her own.

POSITION:	Brazos Valley Route Supervisor
SUPERVISOR:	Director of Operations
LOCATION:	Transfer Point
JOB BRIEF:	The position of Route Supervisor is to transport passengers in a safe and courteous manner while observing and complying with all applicable laws and regulations. Facilitates the safe operation of general public transit vehicles following prescribed routes and procedures. Liaison between drivers and management. This is not an office position.

- Open and/or close office.
- Drive on a daily basis, providing general public transportation services to passengers in a safe and courteous manner.
- Must be available to provide general public transportation services to ensure Vehicle Operators are not working overtime and/or double shifts.
- Ensure buses and employees are available for all routes.
- Ensure drivers perform pre and post trip inspections.
- Train and monitor all drivers on all routes.
- Arrange for the switching out of vehicles in the event of a mechanical breakdown, and/or for fueling purposes.
- Maintain, log and place fareboxes in buses. Drop and secure fareboxes. Verify all fareboxes are turned in at the end of the day, including fareboxes on vehicles which have been taken out of service for mechanical reasons.
- Familiarize self with manifests prior to distributing to operators.
- Immediately notify Dispatch if revisions need to be made.
- Report for duty promptly in proper uniform and physical condition.
- Ensure all operators are in proper uniform.
- Operate vehicles consistent with all laws and regulations.
- Attend all required training sessions.
- Conduct route monitoring to ensure routes are being driven according to the printed maps.
- Maintain professional customer/employee/supervisor relations.
- Maintain the standards of BTD, including but not limited to the Drug & Alcohol, ADA, EEO, Title VI and safety policies and procedures.

- Maintain confidentiality of information.
- Must be able to work a flexible schedule.
- Must be available to work early morning and late evening shift.
- This position requires Route Supervisor to be on duty weekends and on holidays.

EDUCATION REQUIRED

- Equivalence to a high school education.
- Basic math and English.
- Sense of direction and ability to read city and county maps.
- Mechanical aptitude helpful.
- CDL training.
- Maintain a class B CDL with passenger endorsement.
- Must be familiar with State and local traffic laws, ordinances, and regulations involved in the operation of vehicles.

PRACTICAL EXPERIENCE

Minimum one years experience driving as a public transit driver and one-year supervisory experience or two years' experience driving as a public transit driver.

SUPERVISION RECEIVED

Supervision on a daily basis.

RESPONSIBILITIES

- Maintain the standards of BTD
- Perform all duties as required in the essential functions.
- Employee must be able to instruct workers, coordinate activities, plan and review work of others.
- All other duties as assigned.

APTITUDES REQUIRED This position requires the following levels of aptitudes:

Reasoning Development - must be able to apply with common sense understanding to carry out detailed but uninvolved written or oral instructions. Deal with problems involving a few concrete variables in or from standardized situations.

Language - must be at a level that would normally read at a rate of 95 - 120 words per minute. Must be able to print simple sentences containing subject, verb and object. Must be able to speak simple sentences using normal word order, present/past tenses.

Math Development - must be able to add, subtract, multiply and divide.

PHYSICAL REQUIREMENTS

- Have constant need (95% - 100% of time) for sitting and for driving or operating equipment.
- Have frequent need (33% - 95% of time) for standing, walking grasping, gripping, finger dexterity, writing and for bending, stooping, or squatting.
- Have occasional need (1% - 33% of time) for typing, climbing stairs, pushing or pulling and for reaching above shoulders.
- Have rare need (less than 1% of time) for climbing ladders.

LIFTING/CARRYING

- Have frequent need (33% - 66% of time) to lift/carry under 10 pounds.
- Have occasional need (1% - 33% of time) to lift/carry 10-25 pounds.
- Have rare need (less than 1% of time) to lift/carry 26-150 pounds.

VISION REQUIREMENTS

Have constant need (66% - 100% of time) to be able to see detail, and to see beyond arms length.

HEARING REQUIREMENTS

Have constant need (66% - 100% of time) to be able to hear other personnel to communicate effectively.

SPEAKING REQUIREMENTS

Have constant need (66% - 100% of time) to be able to speak to other personnel to communicate effectively.

ENVIRONMENT- WORKING CONDITIONS

- Have constant need (95% - 100% of time) to work outdoors, and for eye/hand/foot coordination.
- Have frequent need (33% - 66% of time) for exposure to fumes, chemicals, solvents, etc., and for exposure to extreme temperatures.
- Have occasional need (1% - 5% of time) to work indoors, and in confined space.

OPTIMUM QUALIFICATIONS

The successful candidate should have at a minimum good English communication and must also meet the aptitude requirements listed in this description. Exceptional organizational skills are needed.

I have read, understand and agree to perform the duties as outlined in this position description.

Employee's signature

Date

Supervisor's signature

Date

Applicant Acknowledgment

I _____ acknowledge that I have received a copy of the position description for the Route Supervisor for Brazos Transit District. I further acknowledge that I have read the position description and have been given the opportunity to ask any questions I may have regarding the duties, both physical as well as mental for this position. Based on the information provided me on the position description, I hereby attest to the following:

Yes _____ I can meet the minimum physical and mental requirements of the job as outlined in
No _____ the position description.

Other (Please explain):

Applicant Signature

Date

Employee Acknowledgment

I _____ acknowledge that I have received a copy of the position description for the Route Supervisor for Brazos Transit District. I further acknowledge that I have read the position description and have been given the opportunity to ask any questions I may have regarding the duties, both physical as well as mental for this position. Based on the information provided me on the position description, I hereby attest to the following:

Yes _____ I can meet the minimum physical and mental requirements of the job as outlined in
No _____ the position description.

Other (Please explain):

Employee Signature

Date
