

CITY OF HELENA



Position Title: Transit Supervisor

Department: Public Works

Division: Capital Transit

FLSA: Exempt

The City of Helena is an equal opportunity employer. The City shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Purpose:

The position, under general direction, supervises, plans, coordinates and develops the activities and operations of Capital Transit within the Public Works Department. The position works with outside agencies and the general public to coordinate service activities and identifies and develops improvements to the Helena transit system. The position provides highly responsible and complex administrative support to the Public Works Director.

Essential Duties: *These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.*

Supervise, direct and coordinate program development, work plans, budgets, staffing, and operational activities for Capital Transit.

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 City representative of the state mandated 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.

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 Capital Transit to generate additional revenues for the operation and expansion of the transit service.

Prepare and maintain records and statistics for the Capital Transit 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.

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

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.

Essential Knowledge, Skills and Abilities Related to this Position:

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.
- Pertinent Federal, State, and local laws, codes, and regulations.
- Modern office practices, methods, and computer equipment.
- Safe driving principles and practices.

Skill or ability to:

- Operate a motor vehicle safely.
- Manage and coordinate the work of administrative, technical and maintenance personnel involved in transit management and service,
- Select, supervise, train and evaluate staff.
- 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, administrative and financial reports and maintain accurate and complete records.

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

The incumbent must possess the ability to, sit, stand, walk, kneel, crouch, stoop, squat, climb, and lift 30 pounds; exposure to noise, vibration, confining work space, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations. The position must have the ability to work in a modified office environment.

Minimum Qualifications (Education, Experience and Training):

This position prefers a bachelor's degree in business administration or public administration with course work in public transportation, accounting or related areas. The position requires a minimum of four years of responsible program management experience that could include transit operations, private business, government administration experience, or grant coordination/administration. The position requires three years of administrative and supervisory responsibility.

License or Certificate:

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

Supervision Received:

The position is supervised by the Public Works Director.

Supervision Exercised:

The position exercises direct supervision over assigned administrative and operations staff.

<p>The specific statements shown in each section of this position description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.</p>
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