

# JOB OPENING ANNOUNCEMENT

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Employment Hotline 650-508-6308

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January 26, 2024

**TITLE:** Bus Transportation Supervisor  
**EMPLOYMENT TYPE:** Non - Exempt (Safety-Sensitive Position)  
**DIVISION:** Bus Operations  
**APPLICATION DEADLINE:** **Sunday, February 18, 2024**  
**PAY RANGE:** **\$40.74 - \$54.31 Hourly (\$84,379 - \$112,964 estimated annual)**  
**WORK LOCATION:** South San Francisco or/and San Carlos

**JOB SUMMARY:** The primary responsibility of the Bus Transportation Supervisor is to provide on-street supervision and support of bus operators, and service assistance to customers. A secondary responsibility is to act as Dispatcher or Radio Controller as required.

**EXAMPLES OF ESSENTIAL FUNCTIONS:**

- Supervise and direct bus operators in the field, providing instruction and assistance. Observe and evaluate operator performance, report deficiencies, take corrective action, and provide mentoring.
- Observe and correct physical deficiencies or hazards, missing or misplaced signs, shelters, street or road repairs, street or road damage requiring repair, alternative routes or detours, and unforeseen traffic hazards, as needed.
- Work with police and school officials in taking remedial action for problems of safety, vandalism, schedules, vehicle capacities, etc.
- Investigate accidents at the scene and determine if bus operator should continue in service and if drug and/or alcohol testing is required. Identify witnesses, and victims, and takes preliminary statements.
- Verify, compute and process Bus Operator payroll on a daily basis.

**EXAMPLE OF DUTIES:**

- Perform dispatching functions (including verifying and processing of daily/weekly payroll), vacation relief, or may be assigned late night or weekend shift(s).
- Act as on-site field coordinator for special moves, controlling schedule and point-to-point movement, passenger loading and route adjustment.
- Perform all job duties and responsibilities in a safe manner to protect one's self, fellow employees, and the public from injury or harm. Promote safety awareness and follow safety procedures in an effort to reduce or eliminate accidents.
- Safely operate a variety of District non-revenue vehicles in performance of field duties.
- Perform other duties as assigned.

**SUPERVISION:** Works under the general supervision of the Manager, Bus Transportation, who establishes goals and objectives and evaluates performance.

**MINIMUM QUALIFICATIONS:** Sufficient experience, training and/or education to demonstrate the knowledge and ability to successfully perform the essential functions of the position. In lieu of a degree, work-related experience that demonstrates the skills and experience necessary to perform this role will be

**San Mateo County Transit District, 1250 San Carlos Ave., San Carlos, CA 94070-1306**

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accepted. Development of the required knowledge and abilities is typically obtained through but not limited to:

- High school graduate or GED equivalent.
- Three (3) years of full-time experience in transit bus operations as a Bus Operator, Dispatcher, Radio Controller, or Bus Transportation Supervisor.
- One (1) year supervisory experience and/or successful completion of a Supervisory course.
- Must possess a valid Class C California driver's license with a safe driving record.

### **PREFERRED QUALIFICATIONS**

- Proficient in Microsoft Word and Excel.
- Able to speak in a clear, concise manner while performing dispatcher duties.
- Possess the ability to understand the English language when spoken with accents from a wide variety of cultures.
- Knowledgeable of the applicable DMV codes and other requirements for safe and legal operation of buses.
- Possess effective oral and written communication skills.
- Working knowledge of an enterprise resource program (e.g. PeopleSoft, Oracle, SAP) is desired.
- Working knowledge of a database application program (e.g. Microsoft Access) is desired.

### **SELECTION PROCESS:**

The process may include a written and skills test assessments or supplemental questions and will require a panel interview. Only those candidates who are the most qualified will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to continue in the process.

This is a safety sensitive position. As a part of the pre-employment process, you are required to successfully complete a medical, drug/alcohol, DMV, and a background investigation.

### **CURRENT EMPLOYMENT BENEFITS:**

For further Benefits details please go to: <https://www.samtrans.com/about-samtrans/jobs>

Holidays:	Seven (7) paid holidays, plus up to four (4) floating holidays per year
Paid Time Off:	Up to 26 days per year
Cafeteria Plan:	Medical, dental, vision care, group life insurance, and more
Transportation:	Free bus transportation for employees and qualified dependents
Retirement:	Social Security and California Public Employees Retirement Systems (CalPERS) <ul style="list-style-type: none"><li>○ Classic Members – 2% @ 60 benefit formula, 3 year average of highest compensation</li><li>○ New Members – 2% @ 62 benefit formula, 3 year average of highest compensation</li></ul>

### **HOW TO APPLY:**

- To apply, please visit the <https://www.samtrans.com/jobs>. Complete an online employment application by 11:59 p.m. on **Sunday, February 18, 2024**. A resume will not be accepted in lieu of the application. Incomplete applications will not be considered.
- The Human Resources Department will make reasonable efforts in the recruitment/examination process to accommodate applicants with disabilities upon request. If you have a need for an accommodation, please contact the Human Resources Department at (650) 508-6308 or email written request to [recruitment@samtrans.com](mailto:recruitment@samtrans.com).
- SamTrans celebrates diversity and is committed to creating an inclusive and welcoming workplace environment. We are an Affirmative Action/Equal Opportunity Employer. Minorities, Women, Persons with Disabilities and Veterans are encouraged to apply.