

**Position:** Transit Supervisor  
**Location:** Happy Day Transit Center (HDTC)  
**Reports To:** Operations Manager  
**Classification:** Hourly/Non-exempt

**Job Purpose:**

The Transit Supervisor serves as a first line supervisor for Operators, customer response, Operator field evaluation, and accident first response for Transit Management of Canyon County (TMCC).

**Major Responsibilities:**

- Communicates job requirements and responsibilities to drivers
- Assists for day to day scheduling, counseling and evaluation reports to local management
- Conducts on-the-scene accident investigation; assists drivers in preparing accident reports
- Assists with driver training and safety courses; trains new drivers and retrains those involved in accidents
- Observes drivers on the road, and corrects safety problems on the scene while documenting violations
- Liaisons between drivers and both clients and organization in customer service issues
- Evaluates and monitors driver safety and performance, as well as compliance in legal, employment and labor policy matters.
- Assists Safety Supervisor with DOT/FTA compliance regarding drug testing and recordkeeping.
- Assists in dispatching, driving, interviewing, and miscellaneous clerical tasks as needed
- Meets all driver qualifications at location
- Obtains a CDL required to operate vehicles at location, maintains that license, and drives routes periodically
- Other duties as assigned

**Minimum Education and Certifications Required:**

- High School diploma or equivalent

**Experience and Skills Required:**

- Supervisory experience with hourly employees
- 2 years of transit supervisory experience preferred
- Familiar with basic vehicle mechanical processes and maintenance
- Ability to effectively priority tasks and manage time effectively
- Excellent verbal, relational communication skills, with ability to appropriately interact with employees of all levels including drivers, customers, senior management, client representatives, union officials, and general public
- Fluent in English
- Human Resources and Training experience preferred
- Work extended hours regularly
- Demonstrate regular and consistent attendance and punctuality

**Essential Job Functions:**

- Use of full ranges of hearing, speech, and vision
- Use of fingers (manual dexterity) handling paperwork

- Ability to frequently stoop, crouch, squat, or kneel when performing inspections and other duties
- Ability to bend at knee, hip, and waist when performing duties
- Ability to stand while performing inspections and platform training
- Ability to work in all weather conditions: wet, cold, or hot environmental conditions
- Write reports in a coherent legible way

**Physical Requirements and Working Conditions:**

- Incumbent must be able to move about the office and between floors; utilize standard office equipment; access filing systems/cabinets; and communicate effectively and efficiently in person or by telephone.
- Typical office environment, transit facilities, maintenance facilities and transit vehicles
- Physically fit to board transit vehicle and inspect both vehicles and facilities as needed.