

Job Opportunity #2217
Posted Monday, March 2, 2020 until filled

Position: Road Supervisor
Department: Transit
Compensation: \$21.98/Hr.
Pay Grade: 12E Exempt from Overtime

Definition: Under general supervision of the Operations Supervisor, supervises the transport of clients; acts as the liaison between administration and driver staff, vehicle technician and service worker; develops and implements training program for the agency; works in close and continuing relationship with management in matters requiring confidentiality and discretion; performs related duties as required.

- 30% Supervises the transport of clients in the safest possible means; directly supervises complete driver workforce; directly supervises vehicle technician and service worker. Ensures adherence to agency policies and procedures; maintains program records and makes recommendations for improvement; fills in as transit driver as needed; maintains federal/state mandated training certificates.
- 30% Observes driving skills and work habits of drivers in the field; evaluates, trains and instructs personnel in compliance with department and government rules and regulations; responds to problems in the field such as equipment failures and vehicle accidents; maintains records of such. Assists in the development of specifications and purchasing process for new equipment.
- 20% Coordinates with vehicle technician for maintenance and repair of vehicles, monitors status of work orders. Oversees service worker, coordinates cleaning schedule of vehicles and property, to enforce departmental standards.
- 10% Coordinates with Senior Dispatcher in resolving scheduling conflicts, no-shows and cancellations. Oversees and provides input to route changes/emergency needs due to inclement weather or other situations that demand attention. Assists in investigating and resolving customer complaints.

Knowledge, Skills and Abilities:

Knowledge of (1) supervisory and management techniques, (2) departmental and government rules and regulations, (3) agency policies and procedures; (4) public transit program standards*, (5) Ohio Motor Vehicle laws; (6) Geauga County roads and locations*

Skill in (7) the operation of motorized commercial passenger vehicles, (8) the use of modern computer software programs

Ability to (9) deal effectively with the general public and co-workers, (10) communicate verbally with others, (11) prepares reports and maintain a variety of records; (12) enforce rules and regulations, (13) maintain CPR, First Aid and Passenger Assistance certifications; (14) hold and maintain a valid Ohio driver's license, or its equivalent, with an acceptable driving record; (15) capable of two-way communication with all vehicles (i.e. radios, cellular telephones, mobile data computing, etc.)

* Developed after employment

Suggested Training and Experience Requirements:

Minimum 21 years of age with 5 years of driving experience in the operation of motorized passenger vehicle; Supervisory experience required; Formal education, or equivalent evidence of qualifications. Commercial Driver's License preferred but will consider applicant with a valid Ohio driver's license, or its equivalent, if applicant meets physical requirements of the U.S. Department of Transportation.

Additional Information:

Must be a minimum of 21 years of age with 5 years driving experience.

Must pass (test negative) pre-employment drug and alcohol tests.

Must possess and maintain an acceptable driving record.

This is a safety sensitive position and subject to random drug and alcohol testing.

Must pass criminal background and sex and violent offender checks.

Must work flexible schedule based on needs of agency.

Must pass physical qualification requirements of the U.S. Department of Transportation for drivers transporting passengers for hire. Drivers are required to pass the physical qualifications requirements before they transport passengers, before the anniversary of their 2nd year of employment, and every 2 years thereafter.

Must not possess a medical or physical condition, including an incurable vision impairment, which may impair safe driving, passenger assistance, emergency treatment, or the health and welfare of a passenger or the general public.

Within 6 months of hire and every 3 years thereafter, must complete a defensive driving class.

Within 6 months of hire, must complete a passenger assistance training course from an approved agency.

Must pass training in first aid and CPR from an approved agency.

Must possess the ability to help the consumer to safely enter and exit the vehicle.

Require mobility to stand, stoop, reach and bend.

Perform work which involves lifting, pushing and/or pulling of objects which may approximate 50 pounds and may occasionally weigh up to 100 pounds.

Submit a Resume and ***Application for Employment*** to the Geauga County Commissioners Attention: HR Administrator #2217 470 Center Street Bldg. #4, Chardon, OH 44024. Details and application form at www.co.geauga.oh.us/Notices/Jobs.