

**PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA)  
POSITION DESCRIPTION**

**Position Title: Road Supervisor**

**Department: Operations**

**FLSA Status: Non-Exempt Pay: Hourly/N6**

**Category: Safety-Sensitive**

**Revision Date: 12/15/14**

**Reports to: Assistant Operations  
Manager**

**JOB RESPONSIBILITIES** (Performs other related duties as assigned.)

Supervises vehicle operators/drivers and ensures that buses maintain schedule and adhere as closely as possible to established routes. The Road Supervisor assists in providing safe, reliable, customer friendly, on-time service and will divide working hours between the road and office. Must meet all requirements of vehicle operator/driver position and perform driver and dispatcher job functions as required. Performs work safely; follows safety work rules, guidelines and procedures and exercises maximum care and good judgment to prevent injury and accidents from occurring.

**ESSENTIAL FUNCTIONS OF THE POSITION**

Complete time point checks; transports passengers; transport employees for drug/alcohol testing as required; sets up and completes route detours and/or alternate routing; addresses passenger and operator concerns and complaints; supervises bus line ups and PTI's; performs security functions and enforces safety procedures; coaches operators, corrects driver discrepancies and delinquencies on the spot; provides first line disciplinary actions; performs investigation and follow-up of vehicle and driver incidents; answers driver inquiries and concerns.

Dispatches and facilitates radio communications through rotation in dispatch and as needed; fills in on route(s) in emergency situations.

Investigates collisions; collaborates with other agencies such as police, EMS, social service agencies, and schools; makes recommendations to the Assistant Operations Manager about the chargeability of incidents; evaluates pick-up and drop-off sites.

As required by the Operations Manager, completes, evaluates, coordinates, and performs special projects; performs other related duties as assigned.

**OTHER DUTIES AND RESPONSIBILITIES**

Performs other related duties as assigned.

**QUALIFICATIONS**

Qualified individual must meet all requirements of vehicle operator/driver position and possess a high school diploma or equivalent with three to five years relevant supervisory experience; or present any combination of education, training and work experience that demonstrates possession of the knowledge, skills and abilities necessary to perform essential functions of the job.

Knowledge of: administrative principles and practices including goal setting and goal implementation; techniques of effective time management; correct English usage, including spelling, grammar, punctuation and vocabulary; modern office methods, procedures, equipment and standard clerical techniques; record keeping, report preparation, filing methods, and records management techniques.

Skill in: operation of listed tools and equipment.

Ability to: operate tools and equipment including but not limited to transit buses, Para transit vehicles and vans, including wheelchair lifts and tie downs, and all vehicle components, telephone, cellular phone, mobile or portable radio, map, route schedule/manifest; routinely handle multiple priorities and projects as directed; define problems, collect data, establish facts and draw valid conclusions so as to resolve problems; keep clear and accurate records and reports, perform basic arithmetic, including addition, subtraction, multiplication, and division; read and interpret documents such as safety rules, operations and maintenance instructions and procedure manuals; interpret a variety of instructions in written, oral, diagram or schedule form; use a computer terminal to accurately and rapidly enter and retrieve data and information; use spread sheet and selected job specific software; demonstrate initiative and independent judgment; ability to use tact and discretion; maintain issue confidentiality; establish and maintain effective working relationships with various departments, individuals or other internal groups; communicate clearly and effectively, both orally and in writing; prepare clear and concise reports, correspondence and other written materials; speak effectively with individuals and small groups and respond to questions; instruct, train and direct staff and manage conflicts; deal courteously and diplomatically with the general public.

### **LICENSURE OR CERTIFICATION REQUIREMENTS**

- A) Valid State of Ohio Driver's License with no more than two points required at time of hire.
- B) Successful completion of previous employment verification and criminal background investigation.
- C) Successful completion of post-offer Department of Transportation (DOT) medical examination including drug screen prior to hire is required. In addition, the employee must continue to meet driver fitness standards, as determined by periodic DOT medical examination.
- D) Successful completion of requirements to obtain Class B Commercial Driver's License with passenger endorsement within six (6) months of hire is required.

### **TOOLS AND EQUIPMENT USED**

Operates tools and equipment including but not limited to: personal computer and related hardware and software, including word processing, spreadsheet, geographic information system, transit operations and communication software; and data management software; PDA, scanner and other related office technology; 10-key calculator; telephone; cellular phone; copy machine; fax machine; audio/visual equipment and related components. Other equipment used would be that of a *PARTA* Operator/Driver.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In accordance with the U.S. Department of Labor Physical Demands Strength Rating, this is considered Medium Work – exerting 20-50 pounds of force occasionally, and/or 10-25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects. Refer to vehicle operator/driver position description for a full list of physical demands.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is typically performed outdoors and is subject to prevailing weather conditions, in traffic. Work requires frequent contact with the general public and activity schedules can be irregular. The employee may encounter hostile or difficult individuals.

## **ADDITIONAL INFORMATION**

Work shifts vary from day to night and operate seven days a week, including weekends and holidays and may include split or varied shifts, as well as being on call as assigned. The employee will be required to wear employer-issued uniforms.

The employee will be subject to random drug and alcohol testing throughout their period of employment and is required to comply with the employer's Drug and Alcohol Policy.

Selection will be based upon ability to meet job qualifications specified in the job description. This will be determined from information received through the job application, resume, interview, and references, and may include job-related testing. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

PARTA has established the goal of 100 percent drug and alcohol free workplace. Applicants will be required to undergo pre-employment drug testing and may be subject to further urine and alcohol testing throughout their period of employment.

“PARTA does not discriminate in provision of services or employment because of handicap/disability, race, color, creed, national origin, sex or age.”