



Assistant Transportation Superintendent

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #	Pages
185	Exempt	2 – Professional	AFSCME	8	Rev 10-06	Ca 1982	1 of 2

DEFINITION: Under general supervision, supervises the activities of Bus Operators, the Transit Office Manager, Dispatching staff, and clerical staff of a Transportation Division; recommends and implements personnel actions; and acts for the Division’s Transportation Superintendent, as needed.

REPORTS TO: The Transportation Superintendent of a Division, or designee.

ESSENTIAL FUNCTIONS include, but are not limited to the following:

- Supervises, counsels, and monitors the performance and attendance of Bus Operators of a Transportation Division, and provides support and assistance to the progressive discipline process.
- Reviews the performance of assigned new Bus Operators by ensuring that all District safety guidelines are followed; monitors and documents misses, illnesses, accidents, and complaints; and determines suitability of employment beyond the first ninety day probationary period.
- Supervises and provides work direction to the Transit Office Manager, the Dispatching staff, and the clerical staff of a Division.
- Represents the interests of the District at disciplinary hearings; arranges the scheduling of witnesses and coordinates scheduling with ATU representatives; provides documentation, evidence, and information to the Hearing Officer; and ensures that the decisions of the Hearing Officer are implemented.
- Investigates accidents and incidents involving Operators, Division revenue vehicles, and the general public; reviews reports from Operators and Transportation Supervisors; determines preventability, and communicates findings to Safety staff.
- Investigates and responds to complaints by District customers and the general public; interviews Operators, other involved staff, and complainant(s); and implements discipline procedures for Operators as needed.
- Supervises coach pull-outs; coordinates with the Maintenance department to ensure availability of coaches; checks and confirms Dispatchers’ work sheet; and monitors on-time performance, analyzes exceptions, and recommends and implements remedial measures as needed.
- Provides “road relief” services, and may transport Operators to relieve sick or injured Operators, or to relief locations, as needed.
- Meets with the designated representative of the Amalgamated Transit Union (ATU) to exchange relevant information in regard to Operators, and to resolve labor issues at the Division level, when appropriate.
- Provides information to Scheduling staff for run and schedule development and service changes; and reports scheduling problems to Research and Planning staff.
- Responds to ADA-related complaints from customers; and assists in enforcing adherence by Operators to required ADA procedures.
- Provides administrative assistance during system sign-ups
- Provides information and referral to other District departments for Operators seeking assistance for problems that impact their employment or job performance.

This Class Specification is intended to present a descriptive list of the range of essential functions performed by an incumbent in this class, but is not intended to reflect all duties performed within the job.

Class est.
1982. 4th
Revision 10/06

Date:

Approved by Rick Fernandez, General Manager



Assistant Transportation Superintendent

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #	Pages
185	Exempt	2 – Professional	AFSCME	8	Rev 9-06	Ca 1982	2 of 2

- Prepares letters and other correspondence, such as follow-up to Operator conferences pertaining to ADA concerns; to document progressive discipline; in preparation for discipline hearings; and to customers regarding resolution of complaints.
- May prepare and distribute bulletins regarding District or Division issues and policies, as well as flyers for celebrations and events, at the direction of the Division's Transportation Superintendent.
- Performs related duties as required.

MINIMUM QUALIFICATIONS:

Knowledge Of: Principles and techniques of supervision including leadership, goal-setting, and team-building; principles of progressive discipline; transit operations; modern office practices; current applicable computer software for spreadsheets and word processing; and safety procedures.

Ability To: Supervise, motivate, train, and provide work direction to a diverse staff; analyze and interpret data from multiple sources and prepare clear and accurate reports on Division and shift activities; effectively apply progressive discipline and applicable provisions of the Collective Bargaining Agreements; effectively problem solve; manage time effectively, and prioritize assignments and workload; review, investigate, and resolve complaints and issues of concern to Bus Operators, other Division staff, and members of the general public in a tactful and courteous manner; interact with Operators on both a formal and informal basis, and take corrective action when necessary; communicate effectively both orally and in writing; and establish and maintain effective working relationships with those contacted in the course of work using principles of good customer service.

Experience: Five (5) years in the transportation industry, including two (2) years in an operational supervisory capacity. Examples of relevant industry experience would include, but not be limited to: Bus Operator, or an administrative/clerical or dispatching position in an operating division. Examples of relevant supervisory experience would include, but not be limited to: Transportation Supervisor, Transit Office Manager, or Training Instructor.

Education: Equivalent to a Bachelor's degree in business administration, public administration, or a directly related field from an accredited college or university. Additional experience in bus operations at AC Transit or an equivalent large urban transit agency may be substituted for the college portion of the education requirement on a year-for-year basis.

Physical Requirements: (1) Must maintain the physical ability necessary to perform tasks in an office setting, operating computers, keyboards, and other peripheral equipment. (2) To assist occasionally in field operations: Must maintain the physical ability necessary to: safely drive a District automobile, sit in vehicle intermittently or continually; enter and exit vehicle quickly and frequently; stand, walk, and climb bus stairs; grasp, lift, hold, and manipulate light items under twenty (20) pounds, such as laptop computers, cell phones, clipboards, and writing implements; occasionally lift heavier items and materials up to fifty (50) pounds; and occasionally stoop, kneel, or bend.

Special Requirements: (1) Must possess and maintain a California Class C Driver License. (2). Must be willing to accept any shift assignment at any AC Transit Division. (3). Must be willing to substitute for another Assistant Transportation Superintendent on any shift with proper advance notice.

S:\HR\Data 12-01-01\Class-Comp\Class Specs\AsTranSupt-REV 10-06 CS.doc

This Class Specification is intended to present a descriptive list of the range of essential functions performed by an incumbent in this class, but is **not** intended to reflect all duties performed within the job.

Class est.
1982. 4th
Revision 10/06

Date:

Approved by Rick Fernandez, General Manager