



Assistant Transportation Superintendent

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #	Pages
185	Exempt	2 – Professional	AFSCME	8	Rev 12-11	Ca 1982	1 of 2

DEFINITION: Under general supervision, supervises the activities of assigned Bus Operators, and other subordinate transportation and clerical staff in an operating Division or other District Transportation facility or function.

REPORTS TO: A Transportation Superintendent, or designee.

REPRESENTATIVE FUNCTIONS may include, but are not limited to the following:

- Supervises, counsels, and monitors the performance and attendance of Bus Operators in an operating Division or other District facility; 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 subordinate Transportation division staff, such as Transit Office Managers, and Dispatching and clerical staff of an operating Division, or other District facility.
- 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 information and referral to other District departments for Operators seeking assistance for problems that impact their employment or job performance.
- 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.
- Provides administrative assistance during system sign-ups



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- May prepare and distribute bulletins regarding District or Division issues and policies, as well as flyers for celebrations and events, at the direction of a Transportation Superintendent.
- May perform the duties and functions of a Transportation Superintendent in her/his absence.
- Performs related duties as required.
- **Transbay Transit Center Assignment:**
- Manages the assignment of District resources; and the operational functions of the Transbay Transit Center; and supervises Transportation Supervisors and other assigned staff to ensure effective efficient operations.
- Manages the review and analysis of assigned transit operations, including real time data such as passenger counts, vehicle tracking, schedule adherence, and video imaging; and monitors system performance to identify and resolve problems.

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 of recent and verifiable experience in the transportation industry, including at least two (2) years in an administrative and supervisory capacity over transit operations and staff. 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 or facility. (3). Must be willing to substitute for another Assistant Transportation Superintendent on any shift with proper advance notice.

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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. Rev. 10/06 & 10/10, & 12/11

Date:

Approved by Mary V. King, Interim General Manager