

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: TRANSIT SUPERVISOR

Reports To: Designated Supervisor

UW Job Code: 7059

UW Job Family: 71 - Service/Maintenance/Security Supervision

SOC Code: 53-1043

FLSA: Non-exempt

Pay Grade: 19

Date: 10-25-12 (revised 8-15-17)

JOB PURPOSE:

Under general supervision, organize, coordinate and supervise daily bus, paratransit, SafeRide, and/or Night Owl operations including overseeing personnel, safety, scheduling, and customer service.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervise and coordinate bus and paratransit operators including regular evaluations of employees. Coordinate equipment resources.
- Oversee preparation of scheduling assignments for drivers.
- Participate in the selection, training, and certification of transit personnel.
- Review pre and post-trip inspection reports; coordinate maintenance and repair activities for transit and paratransit operations, equipment and vehicles.
- Assist in developing and enforcing security, safety, and department regulations and policies.
- Respond to and investigate accidents, incidents, and complaints.
- Maintain ridership other and transit-related data and report to management as directed.
- Provide training for employees as needed.

SUPPLEMENTAL FUNCTIONS:

- May maintain inventory records; order and receive supplies and equipment.
- May assist with budget planning for area and oversee budget expenditures for designated area.
- May perform backup driving duties as needed.
- Participate in committees as assigned.

COMPETENCIES:

- Attention to Detail
- Strategic Planning

- Safety Awareness
- Developing Organizational Talent
- Initiative
- Work Tempo

MINIMUM QUALIFICATIONS:

Education: **High School Diploma or GED**

Experience: **3 years work-related experience, 1 year supervisory experience preferred**

Required licensure, certification, registration or other requirements:

- **Valid driver's license**
- **Some positions may require Wyoming Commercial Driver License with CDL-B required within two weeks after hire date.**
- **Within six months following employment, some positions must become certified in TSI (Transportation Safety Institute) Paratransit training, Defensive Driving Course, First Aid and CPR certification.**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Applicable federal, state, local and University rules and regulations related to public transit systems.
- Basic supervisory and personnel management principles, practices, methods and techniques.
- Occupational hazards and safety precautions of the trade.
- Current methods, materials and equipment applicable to public transit.
- Methods and procedures for administering and scheduling a transit operations program.
- Supplies, equipment, and/or services ordering and inventory control.
- Modern office equipment including a computer and applicable software.
- Operational characteristics of transit equipment and vehicles.
- Emergency response policies and procedures.
- Customer service standards and procedures.
- Records maintenance and management.
- Employee hiring, supervision, and assessment.

Skills and Abilities to:

- Operate commercial passenger vehicles for providing public transit services.
- Operate an office computer and variety of word processing and software applications.
- Interpret and explain transit policies and procedures.
- Prioritize and coordinate maintenance and repair activities for transit equipment and vehicles.
- Investigate and resolve problems with transit, fixed-route, paratransit, and demand response operations courteously and in a timely manner.

- Resolve minor grievances and disciplinary actions.
- Supervise and train staff, including organizing, prioritizing, and scheduling work assignments.
- Read, understand, follow, and enforce safety procedures.
- Move objects weighing up to 50 pounds regularly (some positions require moving objects 50 to 100 pounds regularly).
- Maintain effective supervisory relationships.
- Determine labor, equipment, and material costs on projects.
- Manage projects to meet multiple and potentially conflicting timelines.
- Work in outdoor weather conditions.
- Read bus schedule.

WORKING CONDITIONS:

Office/shop/warehouse environments; mobility required to perform functions of area.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.