

Job Title: Operations Supervisor late shift

Supervisor: Operations Director

Schedule once training is completed – Tuesday – Saturday 1pm – 10pm with 1 hr unpaid lunch.

Starting Salary: \$40-42k

ESSENTIAL DUTIES:

1. Responsible for triennial review compliance.
2. Networking with peers in similar Transit authorities.
3. Establish and maintain Departmental budgets.
4. Responsible for identifying and implementing appropriate cost-saving initiatives.
5. Plan and Advise Director of Schedules and CEO on route changes and make recommendations.
6. Communicate with city and council officials, PennDOT officials, etc. on problems pertaining to transportation.
7. Monitor the scheduling of all operations.
8. Overall responsibility for labor utilization (hours worked).
9. Control maintenance program of ETMA's bus stop signs and shelters.
10. Maintain bus schedules.
11. Coordinate the transportation requirements for public and private schools.
12. Follow up on school contracts during the school year and resolve requested changes by school officials.
13. Follow up on internal and external complaints of the general public and assist the operations in resolving the complaints.
14. Conduct yearly safety reviews with the Director of Safety.
15. Screen bus operator applicants, establish new training programs for new employees.
16. Assist with the negotiation of the labor contract as needed.
17. Act as a liaison between EMTA and the elderly/disability community.
18. Initiate disciplinary action on operators and moderate grievances during management and union meetings.
19. Complete surveys related to the Operations Department.
20. Represent EMTA on the PPTA Operations Committee.
21. Manage all aspects of the Federal Drug and Alcohol program.
22. Perform other duties as assigned that are intrinsic to the successful operation of EMTA.
23. Respond to the scene and investigate any incidents reported by operators on little or no notice.

QUALIFICATIONS:

Special Licenses, Traits, Skills and/or Certifications:

Enthusiastic, self-starter, quick learner; problem solver; resourceful and innovative; detail oriented; organized; capable of independent work; must demonstrate common sense; and excellent listening, communication, and interpersonal skills. Must be able to pass DOT physical, drug screen, PA Criminal History and Child Abuse Clearances.

Education and/or Experience:

High School Degree/GED and minimum of three-years in the transportation industry and/or related experience; or equivalent combination of education and experience. Must have valid PA Driver's License and clean MVR.

Computer Skills: Computer Literate, including the Windows Operating System and Microsoft Word, Excel, Outlook, Internet Explorer; and database data entry.

PHYSICAL DEMANDS:

The physical demands described are required to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, sit, talk, hear, walk, and use hands and fingers, handle, or feel. The employee is occasionally required to reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl, and smell.

The employee must frequently lift and/or move up to 45 lbs. and occasionally lift and/or move up to 75 lbs.

Specific vision abilities required by this job include close vision, color vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

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

WORK CONDITIONS:

The work conditions for this job are:

Access to reliable transportation and travel are required to perform essential duties. Obtains and maintains the required motor vehicle liability insurance requirements and an acceptable motor vehicle record.

Maintains an acceptable child abuse history clearance, acceptable criminal record report, any other acceptable clearance required, and negative drug and alcohol screenings.

EMTA maintains an at-will policy of employment that means employment and compensation may be terminated with or without cause and with or without notice at any time at the option of EMTA

The statements contained herein describe the scope of the responsibility and essential functions of this position but should not be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

I CERTIFY I HAVE READ THIS JOB DESCRIPTION; IT HAS BEEN EXPLAINED TO ME, AND I UNDERSTAND MY DUTIES AND RESPONSIBILITIES. I UNDERSTAND COMMUNITY ACTION, INC. MAINTAINS AN AT-WILL POLICY OF EMPLOYMENT WHICH MEANS EMPLOYMENT AND COMPENSATION MAY BE TERMINATED WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE AT ANY TIME AT THE OPTION OF EITHER COMMUNITY ACTION, INC., OR ME AS AN EMPLOYEE.

Signature of Employee

Date