

**Allen County RTA  
Job Description  
Street Supervisor**

<b>DIVISION:</b>	Transportation	<b>JOB CODE:</b>	200	<b>GRADE:</b>	02	<b>FLSA STATUS:</b>	Non-Exempt
<b>DEPARTMENT:</b>	Administration	<b>DEPT ID:</b>	201	<b>REPORTS TO:</b>	Operations Supervisor - Transit		
<b>BARGAINING UNIT:</b>	NA	<b>EFFECTIVE DATE:</b>	January 2015		<b>REVISION DATE:</b>	January 2017	

**PURPOSE OF POSITION:**

The Street Supervisor has supervisory authority over the bus operators, dispatchers and cleaning positions. This position will perform the operational duties for supervising the bus operations, scheduling, safety, customer service and the equipment in service on all service days. Will fill the role of the Operations Supervisor in his/her absence.

The Street Supervisor will assume the duties of operation/driving of Fixed Route and the Mobility UpLift operations on an as-needed basis and when performing duties in the office. The Street Supervisor will report any concerns or complaints to the Operations Supervisor and assist in investigations. The Street Supervisor will be responsible for back-up to any Driver when needed and Monitor the radio while on duty.

**ESSENTIAL JOB FUNCTIONS:**

- Driver Scheduling
- Assist in am/pm start up or shut down procedures
- Assist dispatcher position
- Monitor the radio for driver assistance at all times
- Assist in Complaint procedures
- Input data in the computer on as needed basis
- Assist in Route Planning
- Verify Time Points for drivers
- Process follow-along for each driver
- Verify and assist with driver pre/post check cards
- Pull fare boxes when needed
- Input mileage, fuel usage, revenues and passenger counts in the computer
- Safety Training and new hire training
- Schedule daily UPLIFT trips and prepare the driving roster for the driver
- Investigate all reported accidents and incidents and report to our insurance carrier
- Assist in planning for service changes, improvement of operations, safety concerns, and management efficiency.
- Assist in Revenue daily procedures
- Safety meetings participation
- Monthly reports
- Other duties as assigned

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**QUALIFICATIONS:**

**Education and Experience:**

1. Must have a minimum of two year's transit procedures experience.
2. Must have minimum six months of transit supervisor training
3. Must have a reliable car for emergency situations with our service.
4. Must have a flexible schedule, be innovative and self-motivated.
5. Must have a high school diploma, some college preferred

**Licensing/Certification:**

Must have a valid Ohio CDL class B with airbrakes/passenger license

**Knowledge, Skills and Abilities:**

Knowledge of the Allen County area is preferred.

Knowledge of ADA regulations

Knowledge of FTA/State regulations

Knowledge of the methods of Transit system

Basic laws, ordinances and regulations underlying the transit operations

Ability to analyze problems and make safe recommendations

Strong computer skills

Strong communications skills

Time management skills

Safety Training

**Physical Requirements:**

Performs bending and stooping.

Long term sitting or standing.

**Working Conditions:**

Normal office/transit environment

Outside weather on occasion

Some Driving required

**Miscellaneous Requirements:**

Must be able to work successfully with diverse groups of people.

Must pass the DOT Physical

Random Drug & Alcohol testing

Travel overnight

Clean driving record

Clean background check

**I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodations.**

**Print Name** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_