



Job Description  
Job Code: 601  
Range: 13

## FIELD SUPERVISOR - TRANSPORTATION

**DEFINITION:** Under direct supervision of the Transportation Manager, ensures that bus transit routes are staffed by trained operators and that equipment is up and running safely on a daily basis. Ensures that all policies and procedures are followed; responds to emergency situations, and provides overall backup and support to drivers in all phases of transit route; conducts operator training and evaluations. Performs related duties as assigned.

**CLASSIFICATION:** This is a non-exempt, full-time, classified position with full benefits.

**ESSENTIAL FUNCTIONS:** Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this classification.

### TASKS:

- Responsible for all duties under Transportation Driver job description.
- Ensures that all operators are fit for duty prior to operating a vehicle.
- Ensures that all routes have vehicles and drivers, that vehicles are fueled and safe to operate.
- As directed by Transportation Manager, assists to provide various training needs, including providing behind-the-wheel training for all new transit operators in the CAT/LYNX system.
- Provides refresher training, operation lifesaver, wheel chair securement, pre- and post-trip and emergency training.
- Routinely conducts road checks to ensure customer service, on time performance, route compliance, and operational safety; discusses results and provides reports to Transportation Manager.
- Assists, advises and directs transit operators while in the field, pre tripping vehicles, and completing work records and reports.
- Ensures that all City of Cottonwood, and CAT/LYNX policies, procedures and safety requirements are followed and documented, and facility open/close procedures are followed at all times.
- May perform dispatch functions.
- As trained by supervisor, may utilize fixed route and para-transit scheduling software.
- Responds to accidents and incidents and tasks associated with emergency response.
- May assist fleet services as needed.
- May perform basic vehicle repairs including washing and cleaning buses.
- Performs other work as assigned.

### KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS:

- Knowledge of public transportation, facilities maintenance, and material management requirements, practices, and processes.
- Knowledge of environmental, ADOT, OSHA and FTA safety laws and regulations.
- Knowledge of principles of supervision, training, work scheduling, and discipline.
- Knowledge of correct English usage, spelling and vocabulary.
- Maintain a positive work environment.
- Prepare and maintain records and reports.
- Interact with a culturally diverse population.

## Field Supervisor - Transportation – (Continued)

- Establish effective working relationships with employees, local law enforcement and other agencies.
- Follow written and verbal instructions.
- Communicate rules, regulations and service limitations with employees and the general public.
- Communicate effectively verbally and in writing.

**PHYSICAL REQUIREMENT:** This position requires physical effort such as walking, lifting, standing, squatting, reaching, pulling and manual dexterity. This position often works onboard moving vehicles and requires sitting, standing and holding balance for long periods of time. Additional requirements are listed in available ADA Essential Functions Survey.

**MINIMUM QUALIFICATIONS:** High School graduation or GED, OR any equivalent combination of education, training and experience, which demonstrates the ability to perform the duties of the position. Minimum of 2 years prior similar work experience, with at least 1 year of supervisory experience. Must have or be able to obtain a Level One Fingerprint Clearance card.

Must be available to work days, nights, weekends, holidays and a varied schedule, as needed. Must be able to obtain CDL License Class B with P Endorsement within 30 days of start date. First Aid and CPR certification is required. Must have experience with Microsoft Word and Excel. PowerPoint and other Microsoft programs desirable.

**SPECIAL CONDITIONS:** All personnel who are required to work with solvents, fluids, and other industrial agents while on duty are required to use only FTA, OSHA, or DOL approved goggles, work boots, protective masks, protective helmets, cover-alls, other tools and equipment when cleaning, repairing, inspecting areas within CAT/LYNX premises and facilities.