



FULL TIME OPERATIONS SUPERVISOR

POSITION DESCRIPTION *(NOT ALL-INCLUSIVE)*

The Operations Supervisor will maintain routes and time points and provide quality customer service. This position will be the first in line of management contact for the drivers. Supervisor will monitor and document the daily operation of service, with respect to safety, on time performance and quality of service. They will also ensure the operators are following the rules and procedures as directed.

QUALIFICATIONS *(NOT ALL-INCLUSIVE)*

- ✓ High School Diploma or GED equivalent
- ✓ Minimum of two years of experience in a leadership role
- ✓ Minimum of three years of experience in public transportation, safety sensitive positions or comparable field
- ✓ Must have Class B, or higher, Commercial Driver's License with Passenger Endorsement
- ✓ Must hold air brake endorsement
- ✓ Must be able to pass criminal background check
- ✓ Computer literate, to include Microsoft Office
- ✓ Must be able to read a map and possess knowledge of the service area
- ✓ Must be able to work flexible day and night hours, including weekends and holidays
- ✓ Must be able to pass and maintain Department of Transportation (DOT) physical examination, background check, drug test and possess a clean Motor Vehicle Report (MVR)
- ✓ Must have thorough knowledge of transit operations, including DOT rules and regulations

Interested candidates may submit a cover letter and resume or complete an application at Transpo's Administrative Offices, located at 1401 S. Lafayette Blvd in South Bend.