



Rogue Valley Transportation District
JOB DESCRIPTION
May 5, 2022

Title: Field Supervisor
Department: Operations/Transportation
Reports To: Transportation Manager
FLSA Status: Non-Exempt

SUMMARY

Supervise the daily activities of Drivers and Customer Service/Dispatchers. Responsible for ensuring efficient, effective, and timely system operations and maintaining a positive relationship with co-workers and the public. Work flexible hours as necessary. This is a safety sensitive position and is subject to random drug and alcohol tests.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Provide excellent customer service.
- Act as a positive representative of the District.
- Responds politely and respectfully to public inquiries with information about District operations.
- Complies with all District policies and procedures.
- Follows safe work habits and reports any and all unsafe conditions.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. An individual must be able to multi-task under highly stressful conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

One to two years public transportation supervisory or related experience and/or training; or equivalent combination of education and experience. Working knowledge of personal computers, including basic knowledge in email, word processing, and spreadsheets.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedures manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers and/or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret and apply common sense to a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Maintain a minimum valid Oregon class "B" CDL w/passenger and air brake endorsement and maintain a valid medical card. Provide a DMV "court report" of driving record. Must pass a required pre-employment physical and FTA required Drug and Alcohol test.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the 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 regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance. The employee is occasionally required to stand, walk, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. The employee is required to assist persons with disabilities onto and off of the lift, sometimes pushing an occupied manual wheelchair and is required to secure mobility devices using a four-point wheelchair securement system. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing 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 regularly exposed to moving vehicles, mechanical parts, fumes and/or airborne particles, outside weather conditions, and vibration. The noise level in the work environment is usually loud.

HOW TO APPLY: Those interested may apply online at:

<https://rvtd.org/about/employment-opportunities/> or obtain an Employment Application from Human Resources – RVTD Administration Building, 3200 Crater Lake Ave, Medford, OR 97504, or email Lynn Dufur, HR Specialist at: ldufur@rvtd.org.