



**Rogue Valley Transportation District
JOB OPPORTUNITY
May 4, 2023**

Title: Transportation Field Supervisor
Department: Safety, Security & Emergency - Transportation
Reports To: Safety, Security & Emergency Manager
FLSA Status: Non-Exempt
Salary: \$28.05 to \$33.79 Hourly

SUMMARY

Field Supervisors provide oversight and support for the daily operation of RVT's fixed route service. Responsible for ensuring safe, reliable, on time service for RVT customers. Must be able to maintain a positive relationship with co-workers and the public. Maintain strict adherence to RVT policies and procedures as well as applicable local, state, and federal rules, regulations, guidelines, and the union collective bargaining agreement. Work flexible hours as necessary. This is a safety sensitive position and is subject to random drug and alcohol screening.

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

- Provide excellent internal and external customer service.
- Complies with all District policies and procedures.
- Ability to maintain confidentiality for sensitive and protected situations.
- Follows safe work habits and report all unsafe conditions.
- Respond politely and respectfully to public inquiries with information about District Operations.
- Receives complaints from the public, performs initial investigatory work by collecting evidence and any supporting documentation and/or records.
- Maintain records in an organized and secure manner.
- Serve as a mentor and support role for RVT Coach Operators, Customer Service Representatives, and Dispatchers.
- Operate District vehicles and equipment in a safe manner, following manufacturer operator instructions, and adhere to all traffic laws.
- Coordinate with Safety, Security and Emergency Manager and other key personnel & departments on daily operations, special event services, inclement weather procedures, and emergency procedures to operate the District efficiently.
- Communicate and coordinate route detours and other operational variations with Coach Operators, Customer Service Representatives, Dispatch Agents, other departments, and outside agencies as needed.

- Monitor and maintain system compliance with the “Americans With Disabilities Act” (ADA)
- Maintain effective communication with co-workers.
- Conduct random system spot checks.
- Monitors and utilizes 2-way radio system in accordance with District policy and FCC rules.

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

High School Diploma or GED. 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

Excellent verbal, written and relational communication skills, with ability to appropriately interact with employees of all levels including drivers, customers, senior management, client representatives, union officials and the public. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedures manuals. Ability to write routine reports and correspondence.

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.