



**Rogue Valley Transportation District
JOB OPPORTUNITY
TEMPORARY POSITION (Up to 1yr)
October 4, 2024**

Title: Transportation Field Supervisor
Department: Safety, Security & Emergency - Transportation
Reports To: Safety, Security & Emergency Manager
FLSA Status: Non-Exempt
Salary: \$30.92 to \$37.59 Hourly

SUMMARY

The Transportation Field Supervisor works under the direction of the Safety & Security, Emergency Manager and contributes to the achievement of Rogue Valley Transportation's mission by participating in planning, directing, monitoring and controlling activities required to ensure that high quality, safe, reliable, on time service is provided to all Rogue Valley Transportation District's customers. This position assists in the day-to-day delivery of public transit services including providing support to road operations to ensure adherence to Operating and Safety Policy Procedures, maintains continual personal contact with Coach Operators and with the public, responds to and investigates accidents. This position requires strict adherence to RVTD policies and procedures as well as, applicable Local, State and Federal rules, regulations and guidelines, Safety Policy and Procedures and the Union Collective Bargaining Agreement. This position is required to work flexible hours as necessary and is also a safety sensitive position and 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 RVTD 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. Intermediate or proficient computer skills (i.e. Word, Excel Microsoft Teams. Outlook) is desirable.

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.

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

Must possess and maintain a current, valid Oregon Driver’s License and satisfactory driving record. No DUIs or reckless driving infractions within the last 7 years. No more than 2 moving violations within the last 3 years. Operates District vehicles on a regular basis. Must be able to obtain a Class “B” CDL w/passenger and air brake endorsement and maintain a valid medical card during introductory/probationary period. Provide a DMV “court report” of driving record. Must pass a required pre-employment physical and FTA required Drug and Alcohol test.

PHYSICAL REQUIREMENT:

Drive up to 40 hours per week. Lift up to 50 pounds in and out of a vehicle. Able to observe bus operations at a variety of locations with or without a vehicle. Required to assist persons with disabilities onto and off of the bus lift, sometimes pushing an occupied manual wheelchair and is required to secure mobility devices using a 4-point wheelchair securement system. 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.

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, 101 S. Front Street, Medford, OR 97501, or email Lynn Dufur, HR Manager at: ldufur@rvtd.org.