

# MEDINA COUNTY COMMISSIONERS

Job Description  
Road Supervisor  
Transit Department



## SUMMARY

Under the general supervision of the Transit Director: acts as the liaison between administration and driver staff. Operates county-owned buses; Maintains records of work performed. Assists in supervising personnel which may include recommendations for hiring, performance evaluation, training, work allocation, and problem resolution. Assists with organizing and conducting classroom and behind-the-wheel training sessions. Prepares reports to management regarding driver knowledge and skills. Assists in scheduling and assigning daily bus routes and drivers. Assists Transit Director in resolving scheduling conflicts, investigating and resolving customer complaints; assures operating policies are followed and maintenance and repair of vehicles.

## PRINCIPLE DUTIES AND RESPONSIBILITIES:

- I. Assists in scheduling and assigning daily bus routes and drivers in an efficient and effective routing system; Schedules all extra trip assignments; Monitors bus assignments, driver assignments, and updates bus drivers on daily vehicle status. Monitors and oversees call offs and shift changes as required. Assists in resolving scheduling conflicts, "no-shows", and cancellations. Oversees and provides input to route changes/emergency needs due to inclement weather or other situations that demand attention. Responds to inquiries from both callers and visitors regarding Transit services. Assists in investigating and resolving customer complaints. Ensures operating policies and procedures are followed. Coordinates with the garage for maintenance and repair of vehicles; monitors status of work orders. **Time spent: 30%**
- II. Inspects vehicles for damage and compliance with safety standards; Transports vehicles for servicing; Ensures vehicles are equipped properly for special needs of clients; Observes driving skills and work habits of drivers in the field; Evaluates and trains drivers; Responds to problems in the field such as equipment failures and vehicle accidents; Updates mileage, usage, transportation, vehicle and other related reports; Updates the vehicle preventative maintenance schedule; Assists in the development of specification and purchasing process for new equipment; Performs physical inventories.;**Time spent: 30%**
- III. Supervises personnel which include recommendations for hiring, performance evaluation, training, work allocation, and problem resolution. Supports the development and implementation of systems to maintain records on employees, equipment, compliance, and/or maintenance activities; Participates in the preparation of periodic scheduled and ad hoc transportation system reports; gathers data and prepares recommendations regarding system usage. Completes required paperwork in a timely manner. Assists with organizing and conducting classroom and behind-the-wheel training sessions for new hires as well as veteran drivers. Prepares reports to management regarding driver knowledge and skills in the efficient, safe, and legal aspects of bus operation. Prepares and maintains training records as required by law. Qualifies drivers on all types of county buses. **Time spent: 30%**

Road Supervisor

New: June, 2005  
Revised: April, 2006

Class #: 5445C    Class Title: Vehicle Operations Supervisor    Position Control #: \_\_\_\_\_    Normal Working Hrs : 8 am – 4:30 pm  
County of Employment: Medina    Working Title: Road Supervisor    Pos # & Title of Supervisor: Transit Director, 63175

- IV. Safely operates county-owned buses providing courteous and efficient transportation to the Medina community and visitors; Performs routine vehicle inspection and maintenance including checking the oil, fuel, brakes, lights, windshield wipers, and water and tire pressures; Provides information and other general assistance to riders. Maintains manifest; Makes timely reports of accidents, incidents, and unusual occurrences. Transports passengers for arranged special trips. Communicates with reservationist and dispatcher to determine need and location of passenger pickup and drop off sites. Assists passengers needing physical assistance into and out of vehicle and facilities. Cleans exterior and interior of vehicle as necessary. Performs other duties as assigned. **Time spent: 10%**

**Class Title/Position Number of Position(s) Supervised:**

**Bus Drivers – 51**

|            | <b>KNOWLEDGE ▲ SKILLS ▲ ABILITIES</b>   | <b>PRINCIPLE DUTIES</b>   |
|------------|---|---|
| Knowledge: | (1) Methods, practices and procedures involved in transit system planning and management;<br>(2) Supervision;<br>(3) Employee training and development;<br>(4) Federal, State & local transportation laws;<br>(5) Fleet management ;<br>(6) Departmental/state/county policies and procedures*;<br>(7) Blood-borne pathogen procedures;<br>(8) Medina County area roads and facility locations;<br>(9) Staff scheduling;<br>(10) Operation of public transportation systems;<br>(11) Modern business financial principles and practices;<br>(12) Transportation needs and habits of citizens and methods of modification of these habits  | Recommends hiring, performance evaluation, training, work allocation, and problem resolution;<br><br>Safely operate buses;<br><br>Perform vehicle inspection/maintenance;<br><br>Management skills/techniques;  |
| Skills:    | (13) Define problems, collect data, establish facts & draw valid conclusions;<br>(14) Handle staff/customers requests & inquires;<br>(15) Complete routine forms;<br>(16) Write/prepare meaningful reports & memorandum;<br>(17) Maintain accurate records<br>(18) Read maps;<br>(19) Safely operate motor vehicle;<br>(20) Work effectively with clients & staff;  | Maintain records;<br><br>Communication ;<br><br>Write reports & required forms;<br><br>Understand/speak/write English;<br><br>Schedule/ assign bus routes & drivers;  |
| Ability:   | (21) Interact with citizen groups, elected officials and high level administrators;<br>(22) Provide leadership in formulating and directing policies and programs and engendering a creative environment<br>(23) Timely completion of work assignments;<br>(24) Travel/ work independently;<br>(25) Organize information/paperwork;<br>(26) Close vision & the ability to adjust focus;<br>(27) Talk, hear, stand, walk, use stairs, sit; using hands to finger, handle or feel objects, tools, or controls; reach with hands & arms;<br>(28) Safely operate motor vehicle;<br>(29) Operate wheelchair lift, computer, power washer, air compressor, hand tools, personal data assistant, copier, typewriter, telephone, calculator, paper shredder, Fax machine;<br>(30) Read & understand manifests;<br>(31) Work under pressure & deadlines; | Physically assist passengers;<br><br>Provide work direction & oversight;<br><br>Promote good will & resolves issues;<br><br>Conduct training;<br><br>Perform employee evaluations;<br><br>Recommend disciplinary action;<br><br>Interview/ & make hiring recommendations.<br><br>Assist with special events/ promotions;<br><br>Attend programs/ staff meetings;<br><br>Safely operate lifts & other ancillary equipment; |

\*Learned after employment

## **MEDINA COUNTY POSITION DESCRIPTION ADDENDUM**

### **MINIMUM CLASS REQUIRMENTS**

- 1) High School diploma/GED.
- 2) Valid Ohio driver's license (CDL, with:
  - A. commercial & air brake endorsements;
  - B. acceptable driving record.
- 3) 6 months experience in scheduling vehicle runs and drivers.
- 4) 1 year operating commercial transportation services.

### **COMPETENCIES / ESSENTIAL FUNCTIONS / UNUSUAL WORKING CONDITIONS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Ability to travel independently throughout county.
- Ability to effectively present information and respond to questions from clients.
- Must be able to relate and work well with the elderly & disabled population.
- Lift up to 25 pounds
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Maintain automobile insurance coverage
- Maintain appropriate licensure.
- Successfully pass bi-annual physical examination.
- Regularly required to talk or hear, stand, walk, use stairs, sit, climb, push, pull, crouch, kneel, stoop, balance, lift, use of hands or fingers, handle or feel objects, tools, or controls; reach with hands and arms, including repetitive motions of the wrists, hands and/or fingers.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- Exposure to changing weather conditions.
- Exposure to equipment generating heat and cold.

### **MAJOR WORKER CHARACTERISTICS**

- Knowledge of supervision.
- Knowledge of staff training and development.
- Knowledge of general vehicle maintenance.
- Understanding of systems and procedures.
- Ability to establish positive client/employee relations.
- Knowledge of Federal/State/local laws and regulations.