City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Rapid Transit System Route Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Code:</td>
<td>RTSP</td>
</tr>
<tr>
<td>Job Family:</td>
<td></td>
</tr>
<tr>
<td>Pay Grade:</td>
<td>16</td>
</tr>
<tr>
<td>Date Revised:</td>
<td>2/4/2022</td>
</tr>
<tr>
<td>FLSA Status:</td>
<td>Exempt</td>
</tr>
</tbody>
</table>

General Summary: This position is responsible for providing direct supervision of Rapid Transit System Rapid Transit Operators and dispatchers, and coordinating all aspects of public transit service.

Essential Duties and Responsibilities:

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

- Assists in operations start-ups by opening hoods, checking lights, fluid levels, brakes and other bus components.
- Participates in determining most effective and efficient course of bus routes, by reviewing reports and maps and driving routes.
- Drives buses in lieu of Rapid Transit Operators in the event of accident, equipment failure, staff shortage, or as needed.
- Trains Rapid Transit Operators on organization’s procedures and driving safety.
- Rides with Rapid Transit Operators to inspect safety and customer relations effectiveness.
- Investigates bus involved accidents and prepares accident and incident reports.
- Investigates and seeks resolutions to customer complaints.
- Coordinates vehicle maintenance, both preventive and unscheduled, with designated maintenance facilities, or by occasionally diagnosing and recommending needed repairs.
- Determines shifts for Rapid Transit Operators and according to schedules.
- Maintains necessary reports, logs, records and files.
- Maintains knowledge of principles and practices, hazards and safety precautions of the field.
- Carries out supervisory responsibilities in accordance with the organization’s policies and applicable laws.
- Supervises full-time employees and non-benefited employees. Interviews, hires and trains employees; planning, assigning, and directing work.

Qualifications:

Education and/or Experience:

High school diploma and one year related experience in public transit operations and/or training.

Certificates, Licenses, Registrations:

Must possess a valid South Dakota Class B Commercial Drivers License with passenger endorsement or ability to obtain within 30 days from date of hire.
Working Conditions:

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.

The employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts; fumes or airborne particles; risk of electrical shock and vibration. The noise level in the work environment is usually moderate.

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 this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is regularly required to talk or hear and taste or smell. The employee is frequently required to stand; sit and use hands to finger, handle, or feel. The employee is occasionally required to walk; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.