



POSITION: TRANSPORTATION SUPERINTENDENT / SAFETY AND TRAINING
(Location: Bus Transit, San Rafael)

CLASS CODE: 91940/Exempt

OPENINGS: 1 and to create an Eligibility List
(Please note: current and future vacancies may be filled through creation of an eligibility list for this classification.)

OPEN TO: All Qualified Applicants

SALARY RANGE: \$88,753.60 to \$107,244.80 annually, plus excellent benefits (40.00 hour work week) (Employee pays 8% of salary/wage toward CalPERS retirement plan)

DATE POSTED: Tuesday, November 3, 2009

CLOSING DATE/TIME: Opened Until Filled – Will begin preliminary screenings of resumes on Thursday, November 19, 2009

APPLICATION PROCEDURE:

Please MAIL OR E-MAIL a resume and cover letter to:

Attn: R. Bolds
Human Resources Department
1011 Andersen Drive
San Rafael, CA 94901
jobs@goldengate.org

Please reference the position title in the subject line of your email.

Also complete an EEO form that can be obtained from our website at www.goldengate.org

Or APPLY AT:

Human Resources Department
1011 Anderson Drive
San Rafael, CA 94901-5318

For Directions and General Information visit our:
Website – www.goldengate.org
Office Hours: 8:30 a.m. – 4:30 p.m.

FAILURE TO MEET ANY OF THE REQUIREMENTS STATED MAY RESULT IN REJECTION OF YOUR APPLICATION

THE FOLLOWING DOCUMENT(S) MUST BE SUBMITTED AT TIME OF APPLICATION:

- Evidence of Bachelor's degree or statement supporting additional experience in lieu of degree
- Photocopy of current, valid California driver's license
- Original H-6 DMV print-out (**NO** copies), dated within 30 days

EDUCATION/EXPERIENCE REQUIREMENTS:

Must have education and experience equivalent to:

- Bachelor's degree in Public Administration, Business Administration, Transportation or a related field. Additional recent position-related experience may be substituted on a year-for-year basis in lieu of education. **Applicants who do not possess a degree should attach a statement supporting additional recent position related experience.**
- Five years of full-time position (transit-related) experience in safety and training, including accident investigation, training programs, and DMV requirements; dispatch and street operations; labor relations and contract interpretation
- Minimum of 5 years supervisory experience in transit management
- California Commercial Drivers License with a minimum of one year commercial driving experience

LICENSE(S):

- Must possess and maintain a current, valid driver's license and satisfactory driving record (operates District vehicles on a regular basis)
- Must possess or complete within 6 months of employment a Department of Transportation (DOT) Mass Transit Training Instructors Certificate

POSITION DESCRIPTION:

Under general direction of the Director of Bus Operations, is responsible for directing those activities of the Transportation Department involving bus operations, including safety and training. This classification develops, coordinates and enforces policies and procedures relating to bus transportation services, and enforces safety regulations and is responsible for the training and education center. Responsibilities include accident and incident investigation, issuance of discipline, field supervision, regular contact with operating personnel and union representatives to resolve transit complaints, investigates and monitors passenger and motorist complaints. Oversees training programs for bus operator, dispatchers, supervisors, superintendents and other designated persons, DMV licensing and physical requirements, and the Safety Award Program. Directs subordinate staff such as Field Supervisors, Training Supervisor, Dispatchers, or clerical staff in an effective and positive way towards the Districts goals and mission. Acts as a liaison with city, county, state and District staff regarding traffic engineering planning and bus stop installation. Responds to emergency situations.

ESSENTIAL RESPONSIBILITIES:

- Acts as professional member of the bus division management team
- Maintains records as required for internal and external audits
- Supervises and manages diverse working teams including, but not limited to Field Supervisors, Dispatchers, Training Supervisors and clerical staff
- Evaluates, investigates and determines chargeability of accidents and passengers complaints. Reviews all accident and incident reports. Investigates accidents directly and through on-site reports by others and assigns chargeable responsibility. Performs on-site investigation of accidents, investigates and interviews operators to determine whether accident was avoidable and issues discipline as required
- Maintains a high degree of confidentiality
- Develops Bus Operator Safety Program activities applicable to the department and assures they are effectively implemented and carried out
- Acts as Bus Transit liaison with insurance adjusters and attorneys representing the District in accident cases

Transportation Superintendent/Safety and Training

Class Code: 91940

- **ESSENTIAL RESPONSIBILITIES (continued):**
- Acts as Bus Transit liaison with city, county, state, and District staff regarding traffic engineering, planning, bus stop installation and safety hazards
- Closely monitors newly hired bus operators' performance during probationary period
- Reviews, investigates, and answers complaints pertaining to safety features of vehicles, equipment, and facilities
- Observes bus operators' performance, reviews ride checks, and refers operators for additional formal training when needed
- Formulates, administers, and publishes operating and safety policies
- Prepares statistical or analytical reports as directed on Bus Divisions operational performance
- Conducts hearings with union representatives on infractions or violations and grievances or other disputes of a contractual nature; documents results and makes recommendations for proper action
- Develops and prepares statistical reports, reviews safety statistics, makes recommendations and develops safety and service improvement programs
- Prepares accident investigation manuals, guidelines and other related materials
- Testifies regarding accidents and District safety policies in discipline hearings, grievances, arbitration proceedings and trials
- Directs through subordinate personnel, adherence with Department of Motor Vehicles (DMV) regulations for Bus Operators' Commercial Licensing
- Ensures that employees under his or her supervision follow established same work practices and obey all safety rules
- Works with other Departments or Divisions on matters related to training on buses or Bus Division
- Other duties as assigned

REQUIRED KNOWLEDGE, ABILITIES, SKILLS:

- Interacts effectively, courteously, and with discretion with subordinates, other District employees, Union officials, the general public and outside agencies in establishing and maintaining cooperative and effective working relationships
- Possesses knowledge of accident investigation practices and procedures
- Performs accident analysis and develops specific corrective and preventive procedures
- Possesses knowledge of safety principles, traffic laws, ordinances and federal/state rules involved in the operation of public passenger carrying vehicles
- Communicates effectively both verbally and in writing
- Prepares clear, complete and concise operational and statistical reports, correspondence, operating bulletins and memos
- Makes effective decisions under pressure
- Has ability to learn, implement and enforce Federal Transportation Administration (FTA) and District drug and alcohol regulations
- Interprets and explains DMV regulations, policies and procedures
- Meets critical deadlines and fulfills follow-up assignments
- Effectively operates a personal computer using MS Word, Excel, Access, PowerPoint software and learn other software programs as required
- Has knowledge of urban and suburban transit operations
- Has labor relations experience, including contract administration
- Practices modern principles of supervision and training
- Possesses organizational skills and practices management techniques
- Has ability to learn and enforce rules and regulations as it pertains to the operation of the bus and transportation of the passengers to be in compliance with the Americans with Disabilities Act (ADA)
- Has knowledge of Workers' Compensation rules and regulations

HOURS OF OPERATION:

- Working hours are normally 8:30 a.m. to 5:00 p.m., Monday - Friday. Subject to call back seven days a week, 24 hours a day. Occasionally required to work weekends

PHYSICAL REQUIREMENTS:

- Primary work is in office setting
- Position requires outside or off-site work in bus accident investigation, bus stop inspection, operator training, etc. in all weather conditions

SELECTION PROCEDURES may include:

- Supplemental Questionnaire
- Skills Assessment Examination
- Oral Panel Interview
- Department interview for final candidates
- Drug screen (post offer)*
- Workers' Compensation Claims History Report
- Positions in this classification are "Safety Sensitive" and will be required to undergo Drug and Alcohol Testing prior to employment and will be subject to further random urine and breath alcohol testing throughout the period of employment
- Background, Employment and Security Investigation

*The District is a drug-free workplace. Applicants under consideration will be required to undergo and pass drug testing prior to District employment.

**The District will invite only those candidates whose qualifications MOST CLOSELY MATCH the position requirements to continue in the selection process.

AN EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration without unlawful discrimination on the basis of race, color, religion, gender, national origin, ancestry, age, marital status, pregnancy, medical condition, disability, or sexual orientation.

Applicants with Disabilities: The Human Resources Department will make reasonable efforts to accommodate applicants with disabilities to complete the Employment Application and in any job related examination process. If you have special needs, please call (415) 257-4523 (Human Resources Officer). The District's Telecommunications Device (TDD) for Persons with Hearing Disabilities is (415) 257-4554.

Rev 11/03/09

RB

Human Resources Department
Human Resources Coordinator
GGBHTD
1011 Andersen Drive
San Rafael, CA 94901-5318