

Let's Go, Triangle!

Triangle Transit is now



Triangle

Fixed Route Supervisor

This position has the responsibility for directing the day-to-day route operations. Duties involve daily communication and interaction with operators. Must organize and conduct activities to assure safe, cost-effective, on-time operating performance. Based on location assignment, the Dispatcher may report directly to the Dispatcher III or Operations Supervisor.

Responsibilities include (but are not limited to):

- Assigns vehicles to operators.
- Monitors, schedules and records daily work status of operators.
- Monitors operation of fare boxes.
- Record and respond to customer complaints as directed.
- Receives and schedules transportation requests from the general public over the telephone.
- Promptly advises supervisor(s) of any field problems such as accidents, breakdowns, delays, etc. and maintains a log of such occurrences.
- Perform accident/incident investigations.
- Performs supervisory responsibilities including providing employee performance feedback, providing recommendations for developmental training, and verifying employees' fitness for duty, completing necessary reports and providing disciplinary action which includes issuing written warnings.
- Knowledge of Worker's Compensation Procedures.
- Interprets and enforces Triangle Transit Work Policies, Rules and Procedures; FTA, ADA and DOT guidelines regarding transit operations.
- Provides employee coaching.
- Completes and balances daily payroll/time cards.
- Coordinates detour and route changes as required.
- Performs road supervision duties as necessary.
- Serves as relief operator as required.

An Associate's Degree with three years progressive experience in supervision is preferred. Ideal candidate will have knowledge of existing transit routes and bus stop locations as well as competency in map reading. Ideal individual will have an ability to react calmly and quickly in emergency situations and be able to perform assigned tasks with a minimum of supervision. Must have or be able to obtain a class B CDL with P endorsement, and be able to meet the Department of Transportation physical requirements and maintain a DOT card. A working understanding of PC's including the Microsoft Office Packages is required. Salary range \$30,306-51,398 and a comprehensive benefits package is offered.

Interested and qualified individuals should complete an application and email to: jobs@gotriangle.org or mail to:

GoTriangle
Attn HR
PO Box 13787
RTP, NC 27709

No 3rd party solicitations or phone calls, please. EOE.