



**DUTCHESS COUNTY
CLASS SPECIFICATION**

**TRANSIT OPERATIONS
SUPERVISOR II**

DATE ADOPTED: 3/22/2022

LAST REVISION: 01/21/24

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DISTINGUISHING FEATURES OF THE CLASS:

Employees in this class have the responsibility for the development and management of a complete operations program for the Transit Department. The work is performed under the general supervision of a higher-level administrator with considerable leeway allowed in the planning and supervising of work activities. This position differs from Transit Operations Supervisor by the overall complexity of the duties and degree of accountability. Interactions with others tend to be at a higher level and involve considerably more explanation and justification. In addition, an employee at this level is required to respond to problem transactions brought to them from lower-level employees and to initiate action to address the problems. Work is performed independently under prescribed guidelines, with unusual or precedent changing problems referred to the attention of the supervisor. General supervision is exercised over subordinate operations employees. This is a safety-sensitive position and is subject to pre-employment DOT drug testing and ongoing DOT drug and alcohol testing.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title in addition to those performed by lower-level operations titles. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Prepares employee schedules and route schedules, including analyzing and developing proposed route changes;
2. Coordinates with Transit Garage Superintendent for daily availability of vehicles;
3. Administers training for supervisors and call center staff and assists in the Bus Driver training program;
4. Oversees bid picks, vacation picks, time off requests and payroll for Operations personnel;
5. Responsible for road supervision;
6. Assists with data management and ongoing maintenance of new scheduled and fixed route software;
7. Performs NTD reporting/sampling;
8. Acts as Safety Committee chair;
9. Oversees customer communications and addresses customer complaints;
10. Ensures compliance with all federal, state, and local laws;
11. Oversees pre and post trip review;
12. Ensures drivers' areas are in proper order;
13. Acts as secondary responder to accidents; on call for accidents, incidents, callouts, etc., after hours;
14. Assists in development of transit related programs;
15. Participates in transit operations-related training and professional development;
16. Participates in ADA administration for customers/riders
17. Conducts on-time performance review of all service;
18. May be required to drive a Transit bus.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of the principles and practices of the Transit Division; thorough knowledge of accepted safety practices and OSHA standards for the trade; thorough knowledge of the operation and mechanical



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functions of transit vehicles; good knowledge of state and federal laws and regulations as it pertains to transit operations; ability to plan, supervise and inspect the work of others; ability to communicate, both orally and in writing; ability to follow oral and written instructions; ability to keep records; ability to exercise good judgment and to apply proper safety procedures to daily work activities; manual dexterity; good hand and eye coordination; dependability; initiative; resourcefulness; physical condition commensurate with the demands of the position; ability to follow oral and written instructions; ability to supervise and communicate clearly and knowledgeably about transit programs and operations; ability to keep records; ability to exercise good judgment and to apply proper safety procedures to daily work activities; personal characteristics necessary to perform the duties of the position; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Completion of sixty (60) college credits and two (2) years of full-time paid work experience in overseeing the operations of buses or other transportation vehicles, which shall have included scheduling and interacting with the public, and which one (1) year was in a supervisory capacity;
- OR: (B) Four (4) years of full-time paid work experience in overseeing the operations of buses or other transportation vehicles, which shall have included scheduling and interacting with the public, and which one (1) year was in a supervisory capacity.

NOTE: Your degree or college credits must have been awarded by a college or university accredited by a regional, national or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

SPECIAL REQUIREMENTS:

1. A valid New York State Commercial Driver's License (CDL) Class B with passenger and airbrake endorsement at time of application and to maintain position; **A copy of the current valid license is required at time of application in order to be able to be considered for appointment** and
2. 19A Qualification prior to employment commencing and for duration of employment; and
3. BAITFISH certification within 6 months of employment.
4. 19A Certified Examiner may be required by employer.

COUNTY USE ONLY:

BARGAINING UNIT/GRADE: CSEA – 8/ 15		JURISDICTIONAL CLASSIFICATION: Competitive	
EEO Category: Technicians	FLSA Code: OT Eligible	WC Code: 8394 – Bus Driver	NYSLRS Job Code: 03600E
REVISION HISTORY: 03/22/22 11/17/22 01/21/24			