



TRANSPORTATION SUPERINTENDENT POSITION DESCRIPTION

GENERAL PURPOSE

Responsible for the day-to-day management of the Transportation Department including the trolley system and paratransit services. This includes implementing proper fleet management protocols for routine and preventative maintenance and related operational duties. There is an emphasis on scheduling, maintenance, coordination, operations, and management of all aspects for the Transportation Department.

SUPERVISION RECEIVED

Works under the general direction and supervision of the Parking and Transportation Director.

SUPERVISION EXERCISED

This position supervises all trolley and paratransit employees and contractors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manages and supervises the operations in the transportation department to achieve goals with available resources; plans and organizes workloads and staff assignments; trains and motivates assigned staff; reviews progress and directs changes as needed.
- Provides leadership and input in the direction and development of short and long-range plans for the department; gathers, interprets, and prepares data for studies, reports, and recommendations; coordinates department activities with other departments and agencies as needed.
- Assures assigned areas of responsibility are managed within budget; performs cost control activities, monitors revenues and expenditures in assigned area to assure sound fiscal control; assists in preparing annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.
- Must have working knowledge and be capable of operating all transportation equipment.

- Directs, plans, and schedules trolley and paratransit services on a daily and weekly basis within the transportation department.
- Maintains inventory of resources needed and used for the maintenance and repairs of the transportation equipment.
- Ensures service contracts, cleaning services, routine maintenance and repairs are completed in a timely matter through in-house or contracted needs.
- Ensures fleet management practices are in place for appropriate preventative and routine maintenance of equipment.
- Enforces all safety rules and regulations through the City's policies along with state and federal regulations.
- On call during hours of trolley operation.
- Performs administrative duties that include keeping accurate records of operations, maintenance, and trolley schedules.
- Cooperates with other city departments and assists when needed.

PERIPHERAL DUTIES

- Performs a variety of miscellaneous duties as assigned.

DESIRED MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE

- Must have a high school diploma or a GED equivalent.
- Supervisory and fleet management experience preferred.
- Preference considered for experience in the upkeep and maintenance of medium duty vehicles.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Must have a working knowledge in mechanical maintenance and repair matters.
- Must have computer skills to run software associated with general maintenance and fleet management.
- Must be able to plan, train, organize, delegate, and instruct all transportation employees and contractors on equipment used by the department.
- Must be able to perform the necessary duties to upkeep the City's Transportation Department.

SPECIAL REQUIREMENTS

- Must possess or be able to obtain by time of hire, a valid South Dakota commercial driver's license with a passenger endorsement to drive trolley without record of suspension or revocation in any other State.
- No felony conviction or disqualifying criminal histories.

TOOLS AND EQUIPMENT USED

Computers, radios, medium duty vehicles (Trolleys), various mechanical tools including but not limited to hand, air powered, electrical, and hydraulic.

PHYSICAL DEMANDS

The physical demands attached hereto are respectively 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 must be able to sit for a period of time. Specific vision abilities required for this job include close, distant, color, peripheral vision, depth perception, and ability to focus.

WORK ENVIRONMENT

Lighting: natural or fluorescent

Space: large, open spaces or small spaces for repairs

Temperature: extreme hot or cold temperatures may be encountered

Flooring: concrete, dirt, gravel, snow, ice, grass, etc.

Lifting: frequently lift or move up to 75 pounds

The work environment characteristics attached hereto are representative of those an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works outside in all types of weather conditions and is exposed to wet, hot, humid, cold conditions, fumes, or certain airborne particles. The employee occasionally works near moving mechanical parts.

The noise level in the work environment is usually moderate to noisy.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interviews, and reference check; job related test may be required.

The job description does not constitute an employment agreement between employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.