

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

JOB TITLE: Transportation Lead Worker
DEPARTMENT: Public Works
FLSA STATUS: Non-exempt

GENERAL PURPOSE:

Performs lead-level technical or specialized work in the Transportation Division of the Public Works department. Trains, assigns, observes, and leads the work of an assigned team in the performance of work involving the driving and maintenance of City buses and other related Transportation Division tasks. Work is performed under minimal supervision with considerable latitude in the use of initiative and independent judgment. Position relies on experience and exercises independent judgment to determine best approach by using and interpreting policies and procedures.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Oversees assigned personnel in performing driving-related tasks on a day-to-day basis; schedules daily of staff and bus assignments
- Oversees the cleanliness of buses and bus facilities
- Coordinates and conducts driver training and field assessments
- Coordinates vehicle repair and service
- Enforces departmental, federal, and City policies and procedures
- Investigates and resolves routine customer complaints
- Maintains time, labor, and ridership records
- Operates vehicles as necessary, including but not limited to, driving a regular route and covering vacant spots when necessary
- Responsible for subordinates' paperwork completion; ensures accuracy and prepares necessary related reports
- Reviews and responds to vehicle difficulties, accidents, and incident reports
- Assists with the preparation of subordinate employee evaluations as required
- Assists in the administration of the Fleet Maintenance contract
- May be required to assist other Public Works Divisions as needed
- Performs other duties as assigned

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MINIMUM QUALIFICATIONS:

High school diploma or GED; supplemented by four (4) or more years of supervisory experience in a transportation and/or fleet environment or related field; an equivalent combination of education, certification, training, and/or experience may be considered.

Must possess a valid state of Florida Commercial Driver License (CDL), class C with passenger endorsement. Driving history must reflect no traffic citations for three (3) years prior to the date of application.

Must pass a biennial (every two (2) years) physical examination and is subject to random drug testing. Applicant's DOT drug and alcohol testing history with previous employers within two (2) years of application may not contain any violations or testing refusals.

Must abide by the Florida Administrative Code, Chapter 14-90 and the System Safety Program Plan (SSPP) and Security Program Plan (SPP) established for the City's bus program.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of occupational hazards and ability to implement necessary safety precautions
- Knowledge of local and state laws governing the operation of a commercial vehicle and the transportation of individuals.
- General knowledge of public works operations
- Working Knowledge of Microsoft Office products (Word, Excel and Outlook)
- Skill in providing good customer service
- Ability to read and understand maintenance, service, and user manuals
- Ability to operate a bus safely and effectively
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to regularly attend work and arrive punctually for designated work schedule

PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the periodic performance of moderately physically demanding work, usually involving lifting, carrying, pushing and/or pulling of moderately heavy objects and materials (up to 50 pounds). Tasks

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that require moving objects of significant weight require the assistance of another person and/or use of proper techniques and moving equipment. Tasks may involve some climbing, stooping, kneeling, crouching, or crawling.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside and/or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature, and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

SENSORY REQUIREMENTS:

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors.

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

The City of Coconut Creek is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, The City provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Job Title

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date