

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

JOB TITLE: **Transportation Supervisor**
DEPARTMENT: **Public Works**
FLSA STATUS: **Exempt**

GENERAL PURPOSE:

Performs supervisor level work in support of the Transportation Division of the Public Works department. Supervises trains, assigns, observes, and evaluates personnel and contractors of fleet and community bus transportation services. Position typically supervises a small to mid-size team of employees and typically schedules day-to-day work activities to provide of optimum efficiency and productivity. Position requires a complete understanding and wide application of principles, theories, and concepts in assigned function or business area.

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.

- Supervises the City's Community Bus Program and provides management oversight of in-house and contracted fleet maintenance services
- Plans, prepares, monitors, and maintains the annual fleet maintenance and community transportation operating and capital budgets
- Ensures bus program compliance with all applicable standards and regulations; monitors bus schedules and routes
- Monitors and maintains the Fuel Management System including procurement of various fuels and records related to consumption and purchase; distributes and monitors all fuel within the City
- Performs all functions related to purchasing, receiving, and maintaining all capital vehicles, equipment, and accessories
- Prepares and conducts evaluations, incident reports, investigations, disciplinary actions, and job interviews
- Prepares and maintains reports on vehicle usage, fixed assets, maintenance and repair history, mileage, and replacement schedules
- Provides a high level of customer service; investigates and resolves customer complaints from patrons as well as various City personnel, regulatory agencies, and the general public
- Assists the Public Works Director or designee in planning, preparing, and maintaining the annual operating budget for associated division(s)
- Performs other duties as assigned and/or required

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MINIMUM QUALIFICATIONS:

Associate's degree in business administration, public administration, or related field, preferably supplemented by fleet or transportation management certification related discipline; supplemented by six (6) or more years' experience managing a mass transit or large fleet system; an equivalent combination of education, certification, training, and/or experience may be considered.

Must have a state of Florida driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of inventory management systems and procurement practices and procedures
- Knowledge and understanding of the Florida Department of Transportation (FDOT) rules and regulations
- Knowledge of occupational hazards and ability to implement necessary safety precautions
- Skill in Microsoft Office products (Word, Outlook, and Excel) and energy management software
- Skill in providing good customer service
- Ability to analyze data, conduct research, prepare written reports, plan work, and make decisions based on knowledge of the automotive parts industry
- Ability to multi-task, assign, and prioritize assignments within the department
- Ability to delegate, manage, and supervise 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 ability to exert light physical effort usually involving some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). Usually involves some climbing, balancing, stooping, kneeling, crouching, crawling, walking or standing. Tasks may involve extended periods of time at a keyboard.

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

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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