# Transportation Scheduler / Assistant Supervisor

**Grade: 6**

**FLSA: Non-Exempt**

**Date: 06/21**

**Job Summary:**  Responsible for developing, monitoring, coordinating, and implementing the STS schedule with optimum service and efficiency. The position has assistant supervisor responsibilities for the STS Bus Drivers and works closely with the STS Lead Dispatchers. Performs a wide range of tasks to facilitate the effective operations of the County’s transportation systems; performs other duties as assigned.

**Essential Functions:**

1. Responsible for developing, monitoring, coordinating and implementing the STS Transit Bus Driver schedule;
2. Generates, reviews and revises transportation schedules to ensure increased efficiency;
3. Maintains driver accountability; provides performance evaluation input;
4. Completes driver schedule and processes leave slips for supervisor approval;
5. Reviews STS driver timesheets weekly for supervisor approval;
6. Assist and guides the work of STS Bus Drivers and Transportation Dispatchers;
7. Resolve appointment conflicts for STS Bus Drivers and customers or clients;
8. May participate employment fairs and/or other special events pertaining to department operations;
9. Maintains current knowledge of federal and state guidelines, departmental policies and procedures and the manual of St. Mary’s County Personnel Policies and Procedures;
10. Orders and distributes STS passes;
11. May be required to drive the STS bus on a backup basis, which may result in working occasional overtime and filling in on a last-minute notice;
12. Communicates regularly with clients and drivers to schedule and coordinate appointments and special needs;
13. Schedule’s pick-up times for clients’ medical appointments and public transportation;
14. Enters data into the computer and keeps records of vehicle mileage;
15. Ensures transportation system vehicles are in effective running order;
16. Performs other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

1. Ability to gain working knowledge of St. Mary’s County Government policies and procedures;
2. Ability to communicate effectively with staff and members of the public;
3. Organizational and money handling skills;
4. Ability to prepare and maintain accurate records;
5. Ability to operate relevant computer systems, including hardware and software;
6. Basic math and language skills;
7. Ability to operate an STS bus, equal to or above a 16 passenger Transit bus;
8. Ability to read maps and knowledge of St. Mary’s County roads and streets.

**Education and Experience:**

1. High school diploma or G.E.D.;
2. Three or more years of public transportation or related experience related experience;
3. Three years of supervisory experience;
4. Must have a CDL driver’s license with a Passenger endorsement or obtain one within the first six (6) months of employment;
5. Or equivalent technical training, education, and/or experience.

**Additional Requirements:**

1. Position is classified as safety-sensitive and shall be subject to drug and alcohol testing as

required under federal regulations.

**Physical and Environmental Conditions:**

Work demands occasional strenuous effort. May perform manual work involving walking over rough, uneven terrain, repeated bending, climbing, crouching, stooping, stretching, reaching or handling moderately heavy equipment from 30 to 60 pounds. Must also have the physical ability to push/pull, squat twist and turn and have the ability to evacuate people from the bus in the event of dangerous conditions. Position may require rotating shift work of 10 hours per shift.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting rooms, e.g., use of safe work place practices with office equipment, and/or avoidance of trips and falls.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

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HR Representative Date

Your signature below indicates that you have received a copy of this position description.

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Elizabeth Walker Date