



Transit Supervisor (Temporary Assignment) \$28.87 to \$35.12 per hour

Torrance Transit prides itself as a service oriented organization that enjoys camaraderie and team work. The Transit Department values its employees and supports career growth in public service. We are currently recruiting for a Supervisor who finds reward in leading and coaching a team of bus operators and working in a fast paced environment with shifting priorities. In this assignment, you will be actively engaged in the dispatch center, responding to inquiries from the public/patrons, investigating field accidents, writing reports, and assisting the management team with projects.

DUTIES

- Responds to and conducts thorough accident investigations; prepares accident reports; and ensures compliance with U.S. Department of Transportation safety regulations.
- Oversees scheduling and assignment of vehicles and personnel for regular, open and special runs, and unforeseen circumstances; ensure availability of sufficient buses and back-up operators.
- Provides field supervision and support; prepares reports of mechanical problems, breakdowns, and other matters affecting equipment or personnel; monitors bus lines to ensure schedule maintenance.
- Coordinates activities of personnel and vehicles during emergencies.
- Monitors and records operator check-in, vacation schedules, sick leave and other absences; processes payroll, work records, requisitions, works orders, fuel and other related administrative reports.
- Handles incoming phone calls from the public, department and City personnel to provide assistance and information.



www.TorranceCA.Gov

OUR IDEAL CANDIDATE

Torrance Transit is looking for a team member that is adaptable to shifting priorities; thrives in a fast paced environment; has excellent customer service skills; proficient in Excel, Access, and report writing; and able to develop a cohesive team.

Any combination of experience/education equivalent to:

Three years in the operation of motor coaches, including one year of supervisory or lead experience; and

A valid California Class B driver's license, current Department of Motor Vehicles Medical Certificate, and a current Verification of Transit Training Certificate.

TO APPLY

Apply on-line at <http://www.TorranceCA.Gov/Jobs/>. Applications will be accepted until the position is filled.



Human Resources · 3231 Torrance Blvd. · Torrance, CA 90503

Phone: 310.618.2915 · www.TorranceCA.Gov



JC 16055102

5/2/16—TO