

## TRANSIT SERVICE COORDINATOR

### NATURE AND VARIETY OF WORK

This is supervisory and administrative work which involves coordinating and monitoring the activities associated with the operation of the County's bus or motor pool functions. The position incumbent is responsible for planning, scheduling and supervising the work activities of subordinate equipment operators, and other subordinate level positions. Responsibilities include recommending and initiating corrective actions as necessary. Work is performed under the general supervision of an administrative superior and work performance is evaluated in terms of operational efficiency.

### EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Exercises the full range of supervisory duties and responsibilities over subordinate personnel.

Receives rental requests and processes documentation to dispatch vehicles to requestor.

Assists in the development of routes for transit services.

Supervises the transportation of patients to and from various County facilities and related destinations as required.

Assigns vehicles, keys, reports and forms and relays other instructions to subordinates.

Performs field inspections and facility yard checks, and prepares periodic activity reports.

Responds to emergency situations involving accidents and mechanical break-downs.

Conducts vehicle accident/complaint investigations and recommends corrective action.

Prepares budget, statistical and special reports.

Collects, counts, records, and deposits funds from daily bus operations.

Reviews daily status of vehicles and makes appropriate arrangements for deficiencies.

Reviews preventive maintenance reports and arranges service for necessary vehicles.

Maintains records and reports of lost and found items.

Conducts training of subordinates relative to safety rules and regulations.

Interviews and recommends hiring of subordinates.

Makes arrangements for vehicular accommodations for the Executive's Office, Council, or special guests of the County.

May be required to operate a transit bus or motor pool vehicle as needed.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

#### REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Knowledge of Maryland traffic/motor vehicle laws.

Knowledge of County geography.

Ability to plan and effectively coordinate the work of subordinate personnel.

Ability to plan, schedule and coordinate transportation schedules and routes.

Ability to investigate vehicle accidents/complaints and prepare investigative reports.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with other employees, County officials and the general public.

Ability to maintain accurate and retrievable records.

Ability to operate light County vehicles or a vehicle in excess of 26,000 pounds.

#### MINIMUM QUALIFICATIONS

Applications must possess a High School diploma or an equivalent G.E.D., plus two (2) years of experience in people or commodity transit services/operations such as transporting/

delivering/dispatching/routing to include scheduling responsibilities; one (1) of the two (2) years must include lead/supervisory experience; or an equivalent combination of education, training and experience.

CONDITIONS OF EMPLOYMENT

Good physical condition.

Possession of a valid and appropriate driver's license.

Willingness to work outdoors in all kinds of weather.

Willingness to respond to emergency calls on a 24-hour basis.

CREATED: 1/91  
REVISED: 11/94