

JOB OPPORTUNITIES

CAPITAL AREA TRANSIT SYSTEM



Operations Supervisor

LOCATION:

2250 FLORIDA BLVD.

5700 FLORIDA BLVD.

JOB POSTING DATE:

6.21.2017

APPLICATION PROCEDURE:

Submit an Employee Application along with your resume to Human Resources.

HR Fax: 225-346-3249

Email: careers@brcats.com

**CAPITAL AREA
TRANSIT SYSTEM**

2250 Florida Boulevard
Baton Rouge, LA 70802

Phone: 225.389.8920

Fax: 225.389.8919

JOB TITLE: Operations Supervisor

FLSA STATUS: Exempt

SUPERVISION RECEIVED FROM: Operations Manager

DEPARTMENT: Operations

WORK SCHEDULE: Varies depending on schedule

SUPERVISION EXERCISED OVER: Bus Operators

MINIMUM QUALIFICATIONS: A high school diploma or equivalent and two years' experience in transit with at least one year in supervisory/management capacity in any field and at least two years' experience in transportation. A valid Commercial Driver's License with P endorsement is required. Preferred Qualifications:

Preferred Qualifications: A Bachelor's degree in any field.

SUMMARY*:

The Operations Supervisor ensures the efficient operation of daily transportation services and personnel assigned. The Operations Supervisor is responsible for supervising and monitoring the activities of the bus operators and equipment in accordance with the collective bargaining agreement and service requirements on a daily basis. Supervises personnel and ensures that scheduled services operate efficiently. Resolves or refers calls to the appropriate personnel. Provides supervision and assistance to ensure compliance with operating standards to assist operators with problems. .

ESSENTIAL DUTIES:

Conduct site checks and road observations according to client and local policy. Document findings accordingly and provide necessary reports to project staff. Conduct wheelchair securement and vehicle cleanliness checks on in service vehicles. Monitor street operations for on-time performance and schedule and route adherence. Ensure that pre-trip compliance is documented and reviewed for accuracy. Ensure that Route Match software is working appropriately during fixed route service and act as point of contact when in the field for troubleshooting. Provide customer information for site personnel and at key locations. Respond to accidents and incidents assisting to manage the situation as well as collecting all required information, assist dispatch and operations staff in resuming service levels according to contract specifications and minimizing passenger disruptions. Accompany operators to medical facilities as required after accident or injury, ensure proper administration of post-accident drug and alcohol testing. Conduct gate checks at pull-out or pull-in times ensuring on-time service and proper completion of necessary paperwork including manifests and pre- and post-trip inspections.

Capital Area Transit System (CATS) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, CATS complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.