

CITY OF BURBANK

TRANSPORTATION OPERATIONS SUPERVISOR

DEFINITION

Under direction, coordinates and operates Transportation Programs for children, senior citizens, and persons with disabilities; and to do related work as required.

ESSENTIAL FUNCTIONS

Coordinates the daily operations of Transportation Programs for citizens and disabled individuals; supervises and trains staff; conducts employee evaluations and makes disciplinary action recommendations; schedules and assigns routes for efficient service delivery; assists in grant and budget preparation; maintains program records and statistics; manages farebox proceeds; prepares and maintains financial reports and records; serves on City and regional committees; maintains records on vehicle maintenance and safety standards; prepares written reports and makes recommendations; provides for clients' special needs; advises authorities as to health or related problems of clients; renders routine first aid when needed; establish and maintain effective working relationships with supervisors, fellow employees, and the public; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of – the aging process, its various stages, and individual and personal needs of the elderly; the principles and practices of sound supervision; maintenance and safety needs for vehicles; basic mathematics; modern office methods, procedures, and equipment.
- Ability to – drive a multi-passenger specialized vehicle; prepare program reports; utilize a computer to schedule and dispatch employees and services; comprehend basic accounting principles; perform mathematical computations; plan and direct the work of others.

Education/Training: Two years of accredited college work with emphasis on transportation management, gerontology, social work, recreation, or a related field and two years experience coordinating, driving and supervising a specialized transportation system. Additional qualifying experience may be substituted for the required education on a year-for-year basis for a maximum of two years.

License & Certificates: A valid California Class "B" driver's license or equivalent at time of appointment. Valid Cardiopulmonary Resuscitation (CPR), Communicable Disease, and First Aid Certificates from authorized providers, as determined by the Management Services Department, within six months of appointment.

SUPPLEMENTAL INFORMATION

None.