



City of Kansas City, Missouri Job Class Specification

Job Title: TRANSPORTATION SUPERVISOR **Department:** MULTI
Job Code: 5315 **Status:** NONEXEMPT **Grade:** NE-5

Summary

This is responsible supervisory work in a public service transportation system.

Work involves responsibility for specific aspects of assigned work/shift areas in overseeing equipment operations or traffic and parking control operations. Work involves the exercise of independent judgment in making decisions within the scope of specific assignments/shifts. Assignments are received in oral and written form and work is subject to review and inspection by a superior while in progress and upon completion for results obtained.

Duties and Responsibilities

Supervises the general operation of a public service transportation system.

- Schedules daily drivers, traffic control officers, and equipment assignments.
- Schedules replacement drivers and traffic control officers as needed.
- Reviews fleet maintenance needs and arranges needed repairs with the garage personnel.
- Maintains a 2-way radio contact with employees and drivers and modifies assignments to correspond with traffic fluctuations.
- Maintains all written reports, such as time cards, overtime schedules, fuel reports, employee performance reports, etc.
- Coordinates and operates equipment as needed during emergencies.
- Participates in interviews and evaluating potential part-time and full-time employees.
- Provides training for all drivers to ensure satisfactory service and proper operation of equipment utilized or all traffic control officers to ensure proper enforcement of streetcar lines.
- Operates all equipment in the fleet including giving relief to drivers during their break and lunch periods.
- Makes assignments and supervises the routine fueling, lubrication and cleaning of equipment.
- Provides information to the traveling public and the drivers.
- Supervises traffic control officers in the enforcement of streetcar lines
- Enforces parking laws and regulations; patrol streets; write/issue citations
- Prepares reports for violation records and provides written/verbal testimony
- Responds to complaints of illegally parked vehicles.
- Handles passenger complaints regarding the operation of the system.
- Performs related duties as required.

Technical Skills

Considerable knowledge of:

The methods of scheduling personnel and equipment.
Supervising employees within the guidelines of the labor agreements/contracts.
Normal maintenance requirements of mechanical equipment.
Hazards and safety precautions of operating equipment during extra heavy traffic situations.
Municipal ordinances pertaining to parking violations
Report writing techniques and procedures.

Ability to:

Understand and transmit oral and written instructions.
Keep records and submit reports relevant to the work involved.
Anticipate routine needs of the particular unit supervised.
Adequately deal with customers in a manner to prevent escalation of a complaint.
Operate equipment in a safe and careful manner.

Education and Experience

High school graduation and two (2) years experience coordinating the activities of a passenger transportation system or traffic control operations;

or

High school graduation and three (3) years experience as a supervisor or manager in a responsible communication or public contact setting including (6) months driving a multipassenger vehicle or enforcing policies and regulations.

or

High school graduation and four (4) years experience as a Bus Operator or Traffic Control Officer.

**Certificates/
Licenses/Special
Requirements**

- Must possess a valid State –issued driver's license in accordance with the City of KCMO policies.
- Must pass a physical examination as prescribed by the City
- Will be required to pass a preemployment drug screen.
- May be required and must be eligible to obtain a special police commission as issued by the Kansas City, Missouri Police Department, Board of Police Commissioners.

**Supervisory
Responsibility**

Supervision is exercised over assigned personnel.

**Supervision
Received**

Work is performed under general supervision.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

Created**Revised**

10/93, 9/06, 7/16, 8/22