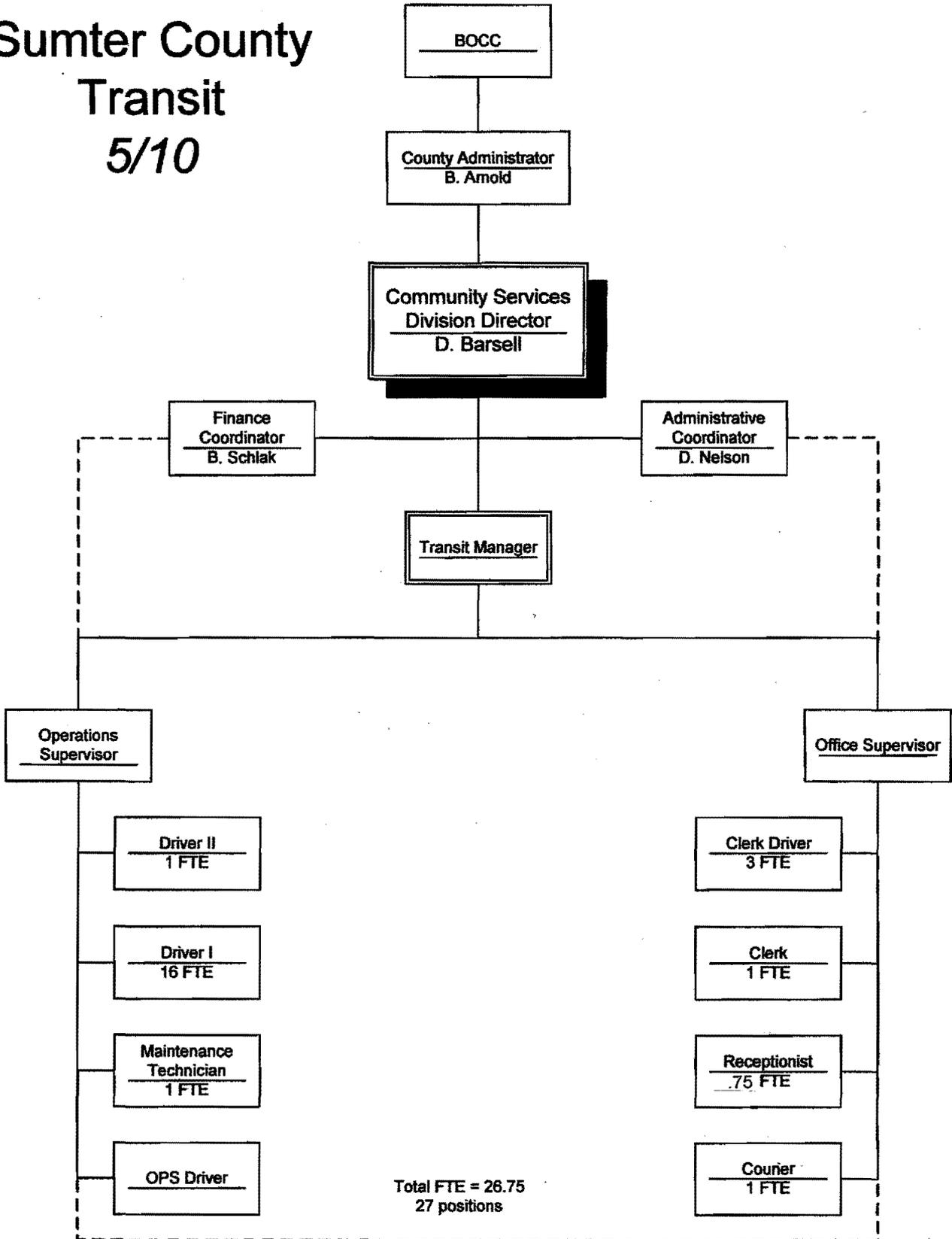
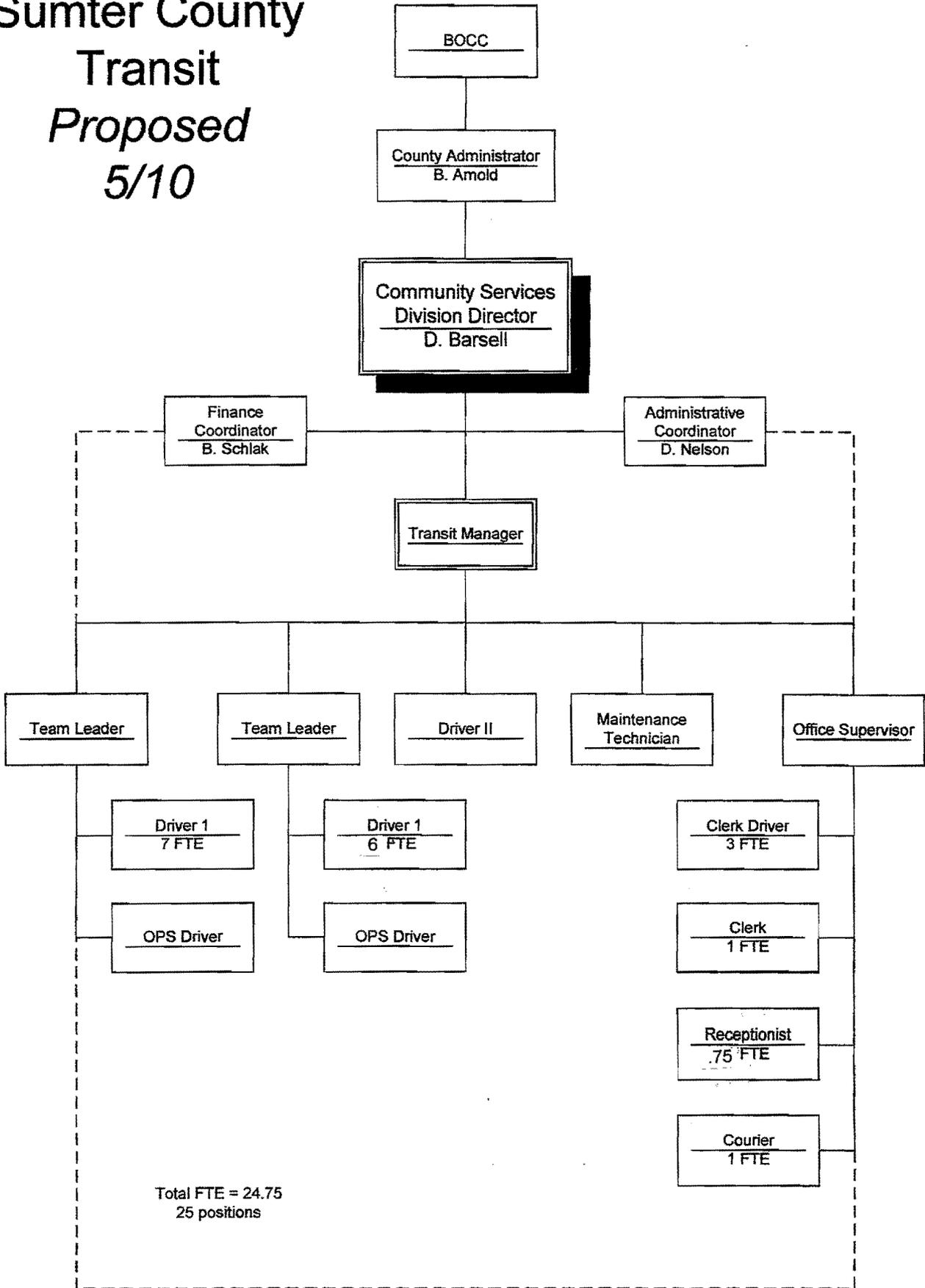




# Sumter County Transit 5/10



# Sumter County Transit Proposed 5/10



**BOARD OF SUMTER COUNTY COMMISSIONERS  
JOB DESCRIPTION**

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**JOB TITLE:** Team Leader

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**DEPARTMENT:** Transit

**DIVISION:** Community Services

**GENERAL DESCRIPTION:**

Performs skilled and semi-skilled Team Leader work including supervising drivers assigned to the shift, operating type 1 and type 2 buses in transporting passengers, and light vehicle maintenance. Reports directly to Transit Manager.

**Deleted:** Performs light vehicle maintenance

**ESSENTIAL JOB FUNCTIONS:**

1. Supervises drivers assigned to various shifts, including monitoring of schedules and overtime.
2. Prepares payroll and performance evaluations for team members.
3. Participates in the scheduling of the daily manifests. Trains team members in the proper safety and operation of department equipment.
4. Performs all job functions of the Driver position.
5. Investigates and reports on accident/incidents of team members. Serves on the Accident Evaluation Board and reports on a quarterly basis how incidents could have been avoided.
6. Makes recommendations of ways to improve efficiency or working conditions.
7. Conducts monthly inspections of vehicles for cleanliness, safety equipment, supplies and signs.
8. Assists in monitoring Transit and Contractor vehicles and drivers for compliance with Transit Program.
9. Maintains records of and processes complaints pertaining to team drivers, vehicles and service.
10. In case of emergency or crisis situation (hurricane, flood, etc.) position is required to respond/perform emergency and recovery duties as assigned by immediate supervisor.
11. Regular attendance.

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*[These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.]*

**MINIMUM QUALIFICATIONS:**

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of county road system.
- Knowledge of safety regulations and highway laws relating to the operation of passenger buses.

Team Leader

- Knowledge of the practices applied to the safe and skillful operation and care of light motor vehicles.
- Knowledge of cardiopulmonary resuscitation and basic first-aid techniques.
- Knowledge of routine maintenance of vehicles.
- Skill in the operation of computers and other office machines and proficiency with Microsoft Office software, particularly Outlook, Word, and Excel.
- Ability to safely operate motor vehicles under all weather and other driving conditions.
- Ability to exercise initiative and independent judgment, and to work with only moderate supervision to accomplish assigned duties.
- Ability to enforce safety rules, tactfully and firmly, with employees and the public.
- Ability to follow safety training instructions and highway safety rules and laws.
- Ability to communicate effectively, both orally and in writing, and to understand, issue and carry out oral or written directions.
- Ability to give safety training and instructions on highway safety rules and laws.
- Ability to comply with department substance abuse program requirements and adhere to a drug-free workplace.
- Ability to comply with FDOT physical requirements.

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**EDUCATION AND EXPERIENCE:**

- Graduation from an accredited high school or possession of an acceptable equivalency diploma.
- One (1) year supervisory experience.
- One (1) year experience in operating type 1 and type 2 buses.
- One (1) year experience in operating vans or light buses transporting passengers.

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[A comparable amount of training, education or experience may be substituted for the above minimum qualifications.]

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

- Valid Florida Class "B" Driver's License with no air brake restriction and passenger endorsement within ninety (90) days of employment, and a driving record acceptable to insurance provider.
- CPR and First Aid qualified within three (3) months of employment.

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**ESSENTIAL PHYSICAL SKILLS:**

- Normal vision (with or without correction)
- Normal hearing (with or without correction)
- Distinguish colors
- Moderate lifting and carrying (up to 50 pounds)
- Push heavy loads
- Walking
- Standing
- Kneeling
- Bending
- Must be able to operate appropriate motor vehicles.

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**ENVIRONMENTAL CONDITIONS:**

- Works inside a passenger vehicle and in an office environment.

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Reasonable accommodation will be made for otherwise qualified individuals with a disability.

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FLSA Exempt Status

5/25/10

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**BOARD OF SUMTER COUNTY COMMISSIONERS  
JOB DESCRIPTION**

**JOB TITLE:**            **Team Leader**  
**DEPARTMENT:**       **Transit**  
**DIVISION:**           **Community Services**

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## Team Leader

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- Knowledge of routine maintenance of vehicles.
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- Ability to follow safety training instructions and highway safety rules and laws.
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5/25/10