

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: Transit Coordinator

DEPARTMENT: Transit

DIVISION: Community Services

GENERAL DESCRIPTION:

Highly responsible position planning and coordinating the daily operation of the county's transportation services to the public. Directly supervises employees in the performance of all duties associated with the operation. Responsible for professional development and program implementation, coordinates the direction of the Department with the Division Director.

ESSENTIAL JOB FUNCTIONS:

1. Oversees, coordinates, and participates in routine daily activities of the Department program operations. Oversees and tracks scheduled and unscheduled vehicle maintenance and repairs.
2. Verifies invoices and expenditures, forecasts needed resources, controls labor and expenses to stay within budget.
3. Maintains and processes: passenger complaints, accident/incident reports, and ensures HIPPA compliance.
4. Responsible for training, driver continuing education and qualifications.
5. Represents the Department and County on various committees and meetings, both professional and public.
6. Coordinates the Department safety program with the Department Safety Officer.
7. Monitors SCT's and Contractor's vehicles and drivers for program compliance.
8. Gives presentations on the availability of transportation services to the public and specialized groups.
9. Supervises and evaluates all employee performance, and provides guidance to employees in their job performance.
10. Serves as Assistant Program Manager for the Department's Drug Alcohol Prevention Program.
11. Assists in the preparation of the Annual Operating Report (AOR), System Safety Program Plan (SSPP), and Transportation Disadvantaged Service Plan (TDSP), Operations Manual, Memorandum of Agreement (MOA), Drug and Alcohol Policy, and various grants, reports, and contracts for the Transit Department.
12. Regular attendance.

[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 cardiopulmonary resuscitation and basic first-aid techniques.
- Skill in the operation of computers and other office machines, with proficient use of scheduling/dispatch software.
- Ability to select cost effective and efficient transportation routes.
- Ability to safely operate motor vehicles under all weather and other driving conditions.
- Ability to communicate effectively, both orally and in writing, and to understand, issue, and carry out oral or written directions.
- 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 give safety training and instructions on highway safety rules and laws.
- Ability to comply with department substance abuse program requirements.
- Ability to comply with FDOT physical requirements.

EDUCATION AND EXPERIENCE:

- Graduation from an accredited high school or possession of an acceptable equivalency diploma.
- Two (2) year college degree in management/administration.
- Two (2) years experience with a public transportation system.
- One (1) year management experience.

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

LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

- Valid Florida Driver's License of the correct class for the vehicle driven, and a driving record acceptable to insurance provider.
- Certification as a state of Florida CDL examiner within ninety (90) days of employment.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Light lifting and carrying (up to 30 lbs.)
- Distinguish colors
- Walking
- Standing
- Kneeling
- Bending
- Must be able to operate a motor vehicle

ENVIRONMENTAL CONDITIONS:

- Primarily works inside in an office environment or within a passenger vehicle, with limited outside duties.

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

FLSA Exempt Status

Effective 10/1/08