

## **POSITION DESCRIPTION**

### **TRANSPORTATION SUPERINTENDENT**

#### **GENERAL PURPOSE**

Employee is responsible for the day-to-day management of the Trolley System including paratransit services (Transportation Department). This includes implementing proper fleet management protocols for routine and preventive maintenance and related operational duties. There is an emphasis on scheduling, coordination, and management of all aspects for the Trolley & Paratransit System.

#### **SUPERVISION RECEIVED**

Employee works under the general direction and supervision of the department head assigned to this portion of the City's services.

#### **SUPERVISION EXERCISED**

This position supervises all trolley and paratransit employees and contractors.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Must have working knowledge and be capable of operating all transportation equipment.

Makes written recommendation to department head for discipline and/or dismissal of trolley and paratransit employees and contractors.

Directs, plans, and schedules trolley and paratransit services on a daily and weekly basis within the transportation department.

Maintains inventory of resources needed and used for the maintenance and repairs of the transportation equipment.

Ensures service contracts, cleaning services, routine maintenance and repairs are completed in a timely matter through in-house or contracted needs.

Assists the appropriate department head(s) with budget planning.

Ensures fleet management practices are in place for appropriate preventive and routine maintenance of equipment. .

Enforces all safety rules and regulations through the City's policies along with state and federal regulations.

On call during hours of trolley operation.

Performs administrative duties that include keeping accurate records of operations, maintenance, and trolley schedules.

Cooperates with other city departments and assists when needed.

Conducts other duties as needed or assigned.

### **DESIRED MINIMUM QUALIFICATIONS:**

#### **EDUCATION AND EXPERIENCE**

Must have a high school diploma or a GED equivalent.

Must have supervisory and fleet management experience.

Preference considered for experience in the upkeep and maintenance of medium duty vehicles.

#### **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

Must have a working knowledge in mechanical maintenance and repair matters.

Must have computer skills to run software associated with general maintenance and fleet management.

Must be able to plan, train, organize, delegate and instruct all transportation employees and contractors on equipment used by the department.

Must be able to perform the upkeep of the city's transportation

#### **SPECIAL REQUIREMENTS**

Must have a valid South Dakota commercial driver's license with a passenger endorsement to drive trolley as necessary.

#### **TOOLS AND EQUIPMENT USED**

Medium duty vehicles (Trolleys), various mechanical tools including but not limited to hand, air powered, electrical and hydraulic.

#### **PHYSICAL DEMANDS**

The physical demands described here are respectively those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must be able to sit for a period of time. The employee must be able to lift or move 75 pounds. Specific vision abilities required for this job include close, distant, color, peripheral vision, depth perception and ability to focus.

#### **WORK ENVIRONMENT**

Lighting: natural or fluorescent

Space: large, open spaces or small spaces for repairs

Temperature: extreme hot or cold temperatures may be encountered

Flooring: concrete, dirt, gravel, snow, ice, grass, etc.

Lifting: frequently up to 75 pounds

The work environment characteristics described here are representative of those an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works outside in all types of weather conditions and is exposed to wet, hot, humid, cold conditions, fumes or certain airborne particles. The employee occasionally works near moving mechanical parts.

The noise level in the work environment is usually moderate to noisy.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience, oral interviews and reference check; job related test may be required.

The job description does not constitute an employment agreement between employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**FUNCTIONAL JOB DESCRIPTIONS**

DATE: \_\_\_\_\_

Position: Transportation Superintendent

Employee Name: \_\_\_\_\_

Physician Approval: \_\_\_\_\_

Date Developed: 12/21/20 Revisions: 07/05/2022

**PHYSICAL DEMANDS**

Note: In terms of an eight hour workday. 8 or 10 hour day. 7 days/wk. Weekends, holidays.

ACTIVITY	HOURS AT ONE TIME	TOTAL IN AN 8 – 10 HOUR DAY	COMMENTS
Sit	2	6 - 9	
Stand	1	6 - 9	
Walk	1	6 - 9	Uneven surfaces, steps.

Occasionally = 1% - 33%      Frequently = 34% - 66%      Continuously = 67% - 100%

ACTIVITY	NON E	OCCASIONAL	FREQUENTLY	CONTINUOUSLY	COMMENTS
Bend/Stoop		X			
Squat		X			
Crawl		X			
Climb		X			
Reach		X			

Reach above shoulder level		X			
Crouch		X			
Kneel		X			
Balance		X			
Push/Pull		X			

**PHYSICAL DEMANDS**

ACTIVITY	MAXIMUM	FREQUENTLY	CONTINUOUSLY	COMMENTS
Carry (pounds)	75 pounds	50 pounds		
Lift (pounds)	75 pounds	50 pounds		

ACTIVITY	RIGHT	LEFT	COMMENTS
Use of foot controls.	X	X	Operate motor vehicles
Simple hand grasping	X	X	
Firm hand grasping	X	X	
Fine manipulating	X	X	

**SENSORY PERCEPTIONS**

ITEM	YES	NO	COMMENTS
Hearing: Less than 40db loss @ 500 Hz, 1000 Hz, and 2000 Hz with or without correction. Ability to receive detailed information through oral communication, and to make fine discriminations in sounds, such as when making fine adjustments on machined parts.	X		
Color Perception	X		
Depth Perception	X		
Less than arm's length work.	X		

70 ° field of vision.	X		
Potential Safety hazard.	X		
Requires protective clothing or personal protective devices.	X		Gloves, safety glasses, and ear plugs
Correctable vision to 20/40 Near/Far	X		

### ESSENTIAL FUNCTIONS

WORKING CONDITIONS	YES	NO	COMMENTS
Worker is subject to inside environmental conditions; protection from weather conditions but not necessarily from temperature changes.	X		
The worker is subject to outside environmental conditions; no effective protection from weather.	X		
The worker is subject to both environmental conditions; activities occur inside and outside.	X		
Worker is subject to extreme cold, temperatures below 32° for periods of more than one hour.	X		
Worker is subject to extreme heat, temperatures above 100° for periods of more than one hour.	X		
Worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.	X		
Worker is subject to vibration; exposure to oscillating movements of the extremities or whole body.	X		Hand tools, vibratory tools.
Worker is subject to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on high places, exposure to heat or chemicals.	X		

Worker is subject to atmospheric conditions; one or more of the following conditions that affect the respiratory system or the skin: fumes, odors, dusts, mists, gases, or poor ventilation.	X		
Worker is subject to oils. There is air and/or skin exposure to oils and other cutting fluids.	X		
Worker is subject to scheduled overtime.	X		
Worker is subject to unscheduled overtime.	X		
Worker is subject to emergency situations involving hazards, elements, and limited response time, creating stressful situations.	X		
Worker is subject to night work hours.	X		

**MENTAL DEMANDS**

<b>MENTAL DEMANDS</b>	<b>YES</b>	<b>NO</b>	<b>INTENSITY/COMMENTS</b>
Public Contact:			
Routine	X		
Complaint	X		
Emergency	X		
Handling Conflict	X		
Handling multiple priorities	X		
Make decisions with limited information.	X		
Make non-routine or unexpected judgments.	X		
Operate in absence of clear expectations or procedures.	X		
Operate under short time frames; deadlines	X		
Serious consequences of error.	X		
Use of tact and diplomacy.	X		
Reasoning:			
Apply procedure	X		
Develop new procedure	X		
Information ordering: arrange things or actions in a certain order.	X		
Visualization: imagining how something will work.	X		
Comparison of letters, numbers, or patterns quickly and accurately.	X		

Communication Skills: Develop written communications requiring grammar skills. Interact with customers on an explanatory basis. Interact with groups of people.	X X X		
Math Skills: Basic skills of addition, subtraction, and multiplication. Advanced math skills.	X	X	
Reading Skills: Basic instructions material Technical information	X X		
Other			
Other.			



**JOB DESCRIPTION EMPLOYEE AGREEMENT  
for TRANSPORTATION SUPERINTENDENT**

I, \_\_\_\_\_, have read and understand that the duties listed above are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from this position if the work is similar, related or a logical assignment to the position.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date