



ST. MARY'S COUNTY GOVERNMENT VACANCY ANNOUNCEMENT

POSITION: Supervisor II, Transportation, (Grant-Funded), C07, \$49,275,
+ LIMITED FRINGE BENEFITS (Excludes Retiree Health) *

DEPARTMENT: Public Works & Transportation

OPENING DATE: 06-17-21 **CLOSING DATE:** Open Until Filled

MINIMUM QUALIFICATIONS:

Education: High school diploma or G.E.D.

Experience: Five or more years of comprehensive experience in operations management and/or experience in public transportation and/or paratransit environment; Five years of supervisory experience.

Note: Any equivalent combination of acceptable education and experience which has provided the knowledge, skills and abilities cited below may be considered.

ADDITIONAL REQUIREMENTS:

- ◆ Must have a Commercial Driver's License/CDL with a Passenger endorsement or obtain one within the first six (6) months of employment;
- ◆ Position is classified as safety-sensitive and shall be subject to drug and alcohol testing as required under federal regulations;
- ◆ Negative drug test result from pre-employment drug screen;
- ◆ Pass extensive background check with favorable results;
- ◆ Successful candidate must provide proof of eligibility to work in the United States prior to employment;
- ◆ Must pass a DOT Physical as part of the pre-employment process.

JOB SUMMARY: Supervises the daily operations of the Public Transportation Program; supervises, trains, and evaluates assigned staff; performs other duties as assigned.

DUTIES:

- ◆ Develops and maintains routes and schedules for the county transportation programs;
- ◆ Reviews video surveillance and investigates operational complaints;
- ◆ Conducts inspections, assesses training needs and schedules for appropriate action;
- ◆ Facilitates new employee onboarding, safety, emergency and passenger assistance techniques and on-going training needs to ensure maximum effectiveness;
- ◆ Orients staff to department policies and procedures;
- ◆ Investigates situations and complaints and recommends solutions in collaboration with deputy director;
- ◆ Coordinates special projects to accomplish department objectives and other tasks requested by the department Deputy Director;
- ◆ Provides input for the preparation of the annual budget;
- ◆ Collects, analyzes, and reports statistical data regarding the operation of the department and recommends planning recommendations based upon statistical reporting;
- ◆ Evaluates and recommends personnel for disciplinary procedures in compliance with the Manual of St. Mary's County Personnel, Policies and Procedures;
- ◆ Responds to in-service vehicle breakdowns, incidents, and/or accidents and recommends re-training based

- on the occurred event;
- ◆ Supervises the daily operations of specific department operations; plans, implements, and evaluates task specific activities;
- ◆ Makes recommendations on how to improve department operations;
- ◆ Supervises, trains, and evaluates STS staff, enforces department policies, and schedules work tasks;
- ◆ Prepares and submits monthly and quarterly reports, assist in annual NTD reporting;
- ◆ Documents any personnel incidents and provides recommended response to Transportation Deputy Director;
- ◆ Conduct wheelchair securement and vehicle cleanliness checks;
- ◆ Effectively manage on-time performance and driver availability;
- ◆ Effectively manage Fixed route operations, customer relations;
- ◆ Responds to requests for assistance with annual grant application;
- ◆ Ensures safety technology tools are used and those results are examined, trend data is analyzed, and plans are developed to reduce and then prevent future safety incidents;
- ◆ Assists with completion of related audits including those conducted by state and federal regulatory agencies;
- ◆ Ensures that all project training materials are up to date, that necessary supplies are available and that inventories are secured and kept up to date;
- ◆ Performs other duties as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Ability to gain thorough knowledge of St. Mary's County Government policies and procedures;
- ◆ Ability to act as a representative of St. Mary's County Government to the public;
- ◆ Expert knowledge of department practices and procedures;
- ◆ Knowledge of relevant Federal, State, and Local regulations relative to the operations of the department;
- ◆ Ability to effectively communicate with other staff members;
- ◆ Ability to supervise, schedule, train, and motivate subordinate staff;
- ◆ Ability to prioritize and multitask;
- ◆ Ability to use available resources to research information;
- ◆ Ability to keep accurate records;
- ◆ Ability to operate relevant computer systems, including hardware and software.

PHYSICAL AND ENVIRONMENTAL CONDITIONS:

Work requires no unusual demand for physical effort.

Work may involve risks or discomforts which require special safety precautions, e.g., working around moving parts, constructions sites or machines. Employees may be required to use protective gear such as boots and gloves when around machines.

COMPENSATION/BENEFITS:

Hiring Salary: \$49,275 annually

FLSA: Exempt

St. Mary's County Government offers a complete benefits package including medical, dental, vision, life insurance and long-term disability. We offer a 457 deferred compensation plan, employee assistance program, and education reimbursement. All employees are required to participate in the Maryland State Retirement and Pension System (SRPS).

* Grant employees hired after January 31, 2005 are required to pay 100% of their retiree health plan costs.

St. Mary's County Government is an Equal Opportunity Employer

[Click Here for Information: Employee Benefits Summary - May 2021](#)

SELECTION PROCEDURE: Applications will be screened for those who meet job requirements and have related experience. Selected applicants will be invited for an interview. All candidates will be notified of their selection or non-selection for interview.

TO APPLY: A 2020 ST. MARY'S COUNTY GOVERNMENT APPLICATION IS REQUIRED. ALL PRIOR VERSIONS OF THE APPLICATION ARE OBSOLETE.

Applications are available at: Governmental Center, Potomac Building
Third Floor, Dept. of Human Resources
23115 Leonard Hall Drive, Leonardtown, MD
Phone: 301-475-4200 Extension: 71100 Fax: 301-475-4082
Jobs Line: 301-475-4200 Extension: 71109
Email: smchr@stmarysmd.com Website: www.stmarysmd.com

ACCESSIBILITY NOTICE: If you need a reasonable accommodation for any part of the employment process due to a physical or mental disability, please contact the Department of Human Resources: smchr@stmarysmd.com or (301) 475-4200, Extension: 71110

APPLY NOW - <https://www.stmarysmd.com/hro/application/apply/>

Applications must be received in the Human Resources Department on or before the closing date regardless of the postmark date.