



JACKSON COUNTY

Human Resources Department

401 Grindstaff Cove Road, Suite A-218, Sylva, NC 28779

Phone 828.631.2212 • Fax 828.631.2266

Employment Opportunity

Please post in a location accessible to all employees

Position: **Transit Operations Supervisor**
Permanent, Full-Time, Non-Exempt

Department: Transit

Description of Duties & Responsibilities:

- Assign, direct, train, observe, and inspect the work of transit drivers in accordance with Federal Transit Administration (FTA) and state regulations to ensure efficient and safe operation.
- Serve as the FTA Safety Officer.
- Perform daily review of trip inspection reports, report and correct safety issues, prepare work orders for and schedule vehicle maintenance and repair.
- Inspect transit vehicles, safety equipment, hatches, windows, doors, wheel chair lifts, etc.
- Ensure cleanliness of vehicles.
- Maintain first aid and fire suppression equipment on all vehicles.
- Ensure correct notices are posted, insurance, registration information is available in the vehicle.
- Enter vehicle mileage and calculate gas and propane consumption.
- Report unusual traffic conditions, passenger emergencies or other issues.
- Maintain service and transportation records, prepare monthly reports.
- Document and investigate incident and accident reports.
- Resolve passenger and citizen complaints regarding transit service.
- Operate a transit vehicle on an assigned route and schedule as needed.
- Operate 2-way radios, cell phone, computerized tablets, and hydraulic lifts.
- Push, pull and adjust wheelchair positions on ramps, lifts, and inside vehicle.
- Must be physically mobile and possess dexterity to sit, stand, walk, climb, bend, squat, stoop and lift at least 25 pounds and work in confined spaces.
- Drug and alcohol testing shall be conducted in accordance with local, state and/or federal regulations.

Education & Experience Requirements:

High school diploma or GED and some supervisory experience or equivalent. Possess a valid North Carolina commercial driver license with P endorsement or the ability to obtain within 90 days of hire. Must be 21 years of age. Experience as a transit operator is desirable, but not required.

Starting Salary & Benefits Information:

\$28,496.34

Jackson County provides a robust offering of employee benefits including: employer paid medical and dental benefits, participation in the Local Governmental Employees' Retirement System, paid leave (vacation, sick, and holiday), Employee Clinic, Wellness program, and supplemental benefit offerings. A full overview of benefits is available at <https://www.jacksonnc.org/employment-opportunities>

Application Requirements:

Submit a completed Application for Employment to:

Jackson County
Human Resources Department
401 Grindstaff Cove Road, Suite A-218
Sylva, NC 28779

NC Works Career Center
26 Ridgeway Street, Suite 2
Sylva, NC 28779

The Application for Employment is available online at:

<https://www.jacksonnc.org/employment-opportunities> or may be obtained at the Jackson County Human Resources Office or the Sylva branch of the NCWorks Career Center.

Closing Date: **September 27, 2021**

Jackson County is an Equal Opportunity Employer

*Pre-employment drug screen and criminal background checks are required
Jackson County participates in the federal E-Verify program*