



## OPERATIONS SUPERVISOR (P/T) FOR SOUTHEAST AREA TRANSIT DISTRICT

The District is the region's public transportation provider with a strong public service ethic. We are looking for an energetic, conscientious and detail oriented individual who enjoys making a difference, a quick learner who can take the initiative, and someone who enjoys being part of a small team that takes pride in their service to the community.

### JOB DESCRIPTION/RESPONSIBILITIES:

- Monitors and directs transit bus operators.
- Responds to field problems, including detours, road-calls, incidents and collisions.
- Assists in scheduling and assigning operators.
- Responds to inquiries from customers and investigates customer complaints.
- Coordinates with Maintenance staff for vehicle replacements.
- Generate, maintain and manage reports designed to provide analytical support to the General Manager and Board of Directors.
- Prepares reports, gathers data and offers recommendations affecting operations.
- Occasionally operate a transit bus in revenue service.
- Occasionally acts as Dispatcher.
- Attends training as made available by the District

### REQUIREMENTS/QUALIFICATIONS:

- Minimum possession of HS Diploma/GED.
- At least 21 years old, valid CDL (Class A or B) with CDL Endorsements of P and in addition either: S, V, F or A (CDIP accepted).
- No more than one (1) moving violation in last three years.
- Ability to work all shifts (including nights, weekends, holidays and split shifts).
- Ability to pass DOT physical exam and pending CDL tests, pre-employment testing meeting the physical requirements of the position.
- Prior experience or training in supervising and/or scheduling vehicle service and operators.
- Must be able to attend training.
- Must be able to effectively read, write and comprehend Basic English.
- Must have basic computer skills in data entry and functional competence in Microsoft Word and Excel.

This is a Part-Time Position, with an estimated work week of 25 hours. We offer competitive compensation and paid holidays, 457k retirement plan and an EAP program.

Applications accepted until position is filled.

SEAT is an EEO/AA Employer

Please send SEAT application, resume and salary requirement to:

HR Manager

Mail: 21 Route 12, Preston CT 06365

Fax: 860-886-6097

E-Mail: [cschilke@seatransit.org](mailto:cschilke@seatransit.org)