



# Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

*'Working together as one to Preserve, Promote and Protect our Sche Lang en'*

## **JOB ANNOUNCEMENT** **JOB TITLE:** Transit Coordinator

**OPEN:** November 8, 2018

**EXEMPT:** No

**SALARY GRADE:** (6) \$16.50-\$18.48

**SHIFT:** Day

**LOCATION:** Tribal Administration

**DURATION:** Regular Full Time

**CLOSE:** November 14, 2018

**JOB CODE:**

**DIVISION:** Planning

**DEPARTMENT:** Planning

**SUPERVISOR:** Transit Manager

**BACKGROUND CATEGORY:**

**JOB SUMMARY:** The Transit Supervisor under the direction of the Transit Manager Performs administrative and support duties as needed to plan, organize, and coordinate the day-to-day delivery of transportation services for fixed route transit services; including central dispatch/customer services and operations. This position works under limited supervision and must have knowledge of applicable Federal, State and LIBC transit laws, codes, rules and regulations.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES** include the following: and other related duties as assigned.

1. Conduct a walk around the premises prior to beginning the day's activities to evaluate the operation. This will include making documentation of items related to safety, checking parking conditions, random inspection of buses, cleanliness of the location, office and shop conditions, and all other items related to this evaluation; after which the Transit Supervisor shall report to the Transit Manager upon the completion of this inspection.
2. Supervises A.M./P.M. sign in boards to ensure all routes run on time. Monitors operators to check that each is prepared to drive and has received notification of any route changes. Completes the A.M. dispatch log recording all operator tardiness and absenteeism. Assigns spare operators and buses as required to provide on time coverage of routes.
3. Maintains a spreadsheet to log conditions of all transit stops on a weekly basis and initiates any needed transit stop repairs.
4. Works with Public Works Project Manager in coordinating all construction activities pertaining to transit stops.
5. Has primary responsibility in selecting transit stops for new bus shelters.
6. Notifies the Transit Manager in monitoring drivers location and ensures that drivers are making all stops on route. Monitors radio/telephone communications during route times. Ensures that delays in service are recorded and communicated. In addition, makes sure

all accidents vehicle breakdowns are handled appropriately and vehicles are scheduled for repair.

7. Notifies operator absence and tardiness.. Advises Transit Manager of individual situations that require further action May fill in for an operator in case of emergency or illness
8. Is available at the dispatch counter after a.m. routes to assist operators with questions or problems. Supervises the communication of operator concerns or route changes.
9. Assists the Transit Manager in meeting customer requirements and follow up on customer complaints.
10. May be required to review on-board bus video as part of investigations or routine driver evaluations.
11. When required, assists the Transit Manager in new hire orientations.
12. Maintain all records involving accidents. Reports must include the following:
  - Supervisor's Report of Accident Investigation
  - First Report of Accident
  - Employee's Report Summary
13. In conjunction with Workplace Safety Officer, act as a contact person for the controlled substance program.
14. Represent LIBC with the highest regard to customer service and professionalism.
15. Other duties as assigned to ensure the efficient operation of the transit program

#### **MINIMUM QUALIFICATIONS:**

- High School Diploma or GED
- Must be willing and able to complete extensive training in Federal and state Transit regulations within the first 6 months of hire
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal auto insurance.
- Must obtain the minimum required Commercial Driver's License (CDL) including a passenger (P) endorsement and a valid Department of Transportation (DOT) physical exam medical certificate and be insurable under LIBC carrier policies within one year of hire date.
- Must be willing and able to obtain National Safety Council or equivalent First Aid/CPR/blood borne pathogen & biohazard training within the first 6 months of hire date.
- Must obtain Hepatitis B vaccination series upon hiring.
- Must complete the Passenger Service and Safety Certification (P.A.S.S.) training within 3 months of hire.
- 6 months experience with heavy diesel mechanics and/or heavy truck maintenance
- 2 years of driving experience in the workplace
- Must be willing and able to pass a DOT physical examination including a background and drug test
- Appropriate Automotive Service Excellence (ASE) certification *preferred*

- Lummi/Native American/Veteran preference policy applies.

### **KNOWLEDGE, ABILITIES AND SKILLS:**

- Public Transportation Experience
- Previous experience with leading, training, mentoring and coaching transit drivers.
- Knowledge of principles of supervision, training and performance evaluations, record keeping, and report preparation.
- Previous experience with developing standards, procedures and processes for vehicle maintenance.
- Knowledge of methods and techniques associated with licensing and certification of Transit Coach Operators, equipment and pertinent federal, state and local laws, codes and regulations.
- Previous experience with maintenance and repair schedules.
- Ability to respond effectively in unplanned and emergency situations;
- Strong written and oral communication skills.
- Ability to communicate effectively with others directly and when using a cell phone
- Ability to demonstrate that safety is a core personal value.
- Experience in maintaining daily records such as mileage reports.
- Working knowledge of personal computer based Microsoft software programs that support this level of work, including but not limited to e-mail, word processing, spreadsheets, presentation graphics, power point and data entry.
- Requires sufficient math skills and ten key experiences to perform financial and statistical record keeping.
- Requires sufficient knowledge of grammar, spelling and punctuation to prepare correspondence.
- Requires the ability to understand and communicate effectively to work independently or in groups.
- Excellent oral and written communication, customer service, and decision-making skills.

### **REQUIREMENTS:**

- Lummi/Native American/Veteran Preference Policy applies.
- Knowledge of reservation road system and county, city roads in and around Ferndale.
- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- Under Federal authority, all safety-sensitive employees will be subject to Drug/Alcohol Testing in pre-employment, post-accident, random and reasonable suspicion circumstances.
- Ability to attend meetings as scheduled at times other than regular business hours.

### **TO APPLY:**

To obtain a Lummi Indian Business Council (LIBC) application go to: <http://lnnr.lummi-nsn.gov/LummiWebsite/Website.php?PageID=376> or request by e-mail [libchr@lummi-nsn.gov](mailto:libchr@lummi-nsn.gov) For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.