

**EMPLOYMENT OPPORTUNITY
FACT SHEET
Re-Advertising**

POSITION: Transportation Supervisor
LOCATION: El Dorado SCAT
HOURS: 8:00AM – 5:00PM
FULL-TIME: X
VACANCY NOTICE: 07/27/20
APPLICATION DEADLINE: Open until filled
DATE POSITION TO BE FILLED: As Soon As Possible
SALARY: \$ 17.12

JOB DUTIES:

Responsible for the daily operation and supervision of the transportation program within the defined service area and direct activities of drivers and staff.
Apply for and/or recommends fare revisions, extension of routes or changes in schedule to improve passenger services and increase revenues.
Coordinate terminal and/or dispatching activities, communication operations and assignment of drivers
Inspect physical facilities of terminal and buses for cleanliness, safety and appearance scheduling maintenance to meet prescribed standards.
Process passenger complaints; take corrective action to improve customer relations and services.
Investigate causes of accidents; interview operators involved to determine responsibility; conduct safety counseling and take action on findings.
Check trip and dispatch logs for conformance with schedules. Ensure that all routes run on time and direct preparation and issuance of new schedules to terminal and operating personnel.
View audio & video daily from buses to ensure cameras are working properly and confirming there are no driver infractions recorded.
Process employee Mid-Probation and Annual Evaluations and address any performance issues following the progressive disciplinary actions procedures.
Oversee training of drivers and other staff to improve services and operational activities.
Other duties as assigned

EDUCATION REQUIREMENTS: One-year certificate from college or technical school; or six months to one year related experience and/or training; or equivalent combination of education, training, and experience preferred.

EXPERIENCE NEEDED: Excellent computer, oral / written communication, customer service, and organizational skills required. Must have time management /multi-tasking skills, able to work independently, self-starter with supervisory experience preferred.

OTHER REQUIREMENTS: Criminal Background Check and Pre-Employment & random drug/alcohol testing (DOT regulations). Frequently must lift and/or move up to 25 pounds.

“EQUAL OPPORTUNITY EMPLOYER”

Central Arkansas Development Council

To download Employment Application go to www.cadc.com or for more information call 501-315-1121