



City of Harrisonburg Transportation Safety & Training Supervisor

SALARY	\$30.59 - \$33.65 Hourly \$2,447.20 - \$2,692.00 Biweekly \$5,302.27 - \$5,832.67 Monthly \$63,627.20 - \$69,992.00 Annually	LOCATION	Harrisonburg, VA
JOB TYPE	Full-Time	JOB NUMBER	5140 - (May 2024)
DEPARTMENT	Public Transportation	OPENING DATE	05/02/2024
CLOSING DATE	Continuous	FLSA	Exempt

Description



Are you searching for a career opportunity that allows you to utilize your transportation management and school bus driving experience while having a crucial role in ensuring the safety and wellbeing of employees, riders, and the general public? If so, consider applying to the Transportation Safety & Training Supervisor position!

The Transportation Safety & Training Supervisor is an exempt, full-time position with benefits and a preferred hiring range of \$30.59 - \$33.65 per hour (equivalent to \$63,627 - \$69,992 annually); however, an exact salary will be dependent upon the selected candidate's qualifications/experience and in compliance with City policy. You're the ideal candidate if you are a progressively innovative professional that is dedicated to a safety culture mindset while overseeing various training initiatives that enhance the skills and knowledge of our workforce.

As the Transportation Safety & Training Supervisor, you'll:

- Prepare reports and information to keep management and employees current with motor vehicle, Workers' Compensation, Virginia Occupational Safety & Health Administration (VOSH), and the Occupational Safety & Health Administration (OSHA) laws, rules, and regulations.
- Maintain knowledge of School Bus Regulations and Transit Regulations through legislative updates and the Federal Register in order to keep all employees aware of changes to laws.
- Prepare training manuals and operating procedures.
- Coordinate the training, collection, and reporting of data for drug testing, National Transit Database, Virginia Department of Rail & Public Transportation (VDRPT), Federal Transportation Administration (FTA), and other applicable agencies/databases.
- Maintain the City of Harrisonburg Department of Public Transportation (HDPT) Employee Handbook & Operating Procedures with current operations.
- Assist the department in preparing and presenting budgets for contracts and annual operations.
- Develop, plan, implement, coordinate, conduct, and supervise department and some City-wide training programs.
- Prepare and maintain all records and files associated with training, accidents, and vehicle insurance reporting.

- Conduct safety audits through observation, on-board ride checks, and facilities inspections.
- Lead, organize, and conduct department safety and accident review committee meetings.
- Participate as a member in the city's safety program and committee.
- Organize and conduct staff training and related presentations.
- Assist with the development and implementation of safety awareness and accident reduction programs.
- Develop and maintain safety bulletin and information boards, handouts, literature, and reference materials related to safety and training.
- Maintain all accident and injury records and a computer database for accidents, Commercial Driver's License (CDL) expiration dates, recertification dates, physical requirements, and DMV records.
- Manage accident and injury claims in addition to compiling and evaluating relevant information and evidence for submittal to the insurance carrier.
- Review accident and injury reports and prepare recommendations regarding appropriate action for safety violations, including determining the preventability status of accidents and injuries.
- Assist staff and operators in the event of road closures, route delays or hazards, passenger issues, vehicle issues and breakdowns, and/or driveway approvals.
- Ensure appropriate investigation of all accidents involving Public Transportation vehicles and employees.
- Coordinate Loss Control programs and requirements with insurance carriers.
- Maintain certification and teach driver training.
- Maintain certification information and train school bus drivers with the Commonwealth of Virginia driving standards.
- Perform related tasks as needed.

A list of the ideal candidate's knowledge, skills, and abilities for this position is available in the [class specification](#).

Minimum Qualifications

- Associate's/Technical degree with coursework in transportation, business administration, or related field and considerable (3-5 years) experience in transportation management including some supervisory and administrative experience. An equivalent combination of education and experience may be used to meet this requirement.
- A minimum of two (2) years of experience driving a school bus is required.
- Valid driver's license at time of application. *Possession of a valid Commercial Driver's License with Passenger and School Bus endorsements valid in the Commonwealth of Virginia is required within three (3) months of hire date.*
- Availability to work a flexible schedule, including days, nights, weekends, and holidays.
- [Click here to view the physical requirements of this position.](#)

Successful applicants for this position will be subject to the following:

- Virginia Department of Education physical examination;
- Federal Transit Administration (FTA) physical examination;
- Federal Motor Carrier Safety Administration (FMCSA) Clearinghouse query;
- FTA pre-employment drug screening;
- DMV records check; and
- Criminal background check.

This position is subject to the United States Department of Transportation's (U.S. DOT's) alcohol and controlled substances testing regulations.

Supplemental Information

To Apply: In order to be considered, all candidates must submit a complete City of Harrisonburg online employment application, including previous work experience and education history. This position may close at any time after 10 calendar days. (posted 05/02/2024)

The City provides an excellent benefits package including health insurance, retirement (VRS & MissionSquare), life insurance, paid leave, holidays and more.

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, national origin, disability or veteran status.

The City of Harrisonburg is an Equal Opportunity Employer.

Agency

City of Harrisonburg

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540.432.8920

540.432.7796

Address

409 South Main Street

Third Floor

Harrisonburg, Virginia, 22801

Website

<https://www.harrisonburgva.gov/employment>