



HUMAN RESOURCES DEPARTMENT ■ 9770 CULVER BLVD. ■ CULVER CITY, CA 90232 ■ 310-253-5651

## TRANSIT OPERATIONS SUPERVISOR (Job Code #1370)

### THE POSITION

Monitors transit operations visually and via radio to insure the provision of effective public transit service. Assists in monitoring transit service effectiveness. Observes Bus Operators for compliance with established rules, regulations, policies, and procedures. Prepares reports, maintains records, and enforces safety regulations. Investigates accidents and complaints. Provides information and directions to the public and operating personnel. Assigns Bus Operators to routes and assures coverage of all routes. Coordinates with Equipment Maintenance and Fleet Services Division to assure proper fleet readiness and assigns buses to runs. Assists Training and Safety Instructor in training and evaluating new Bus Operators. Performs other related duties as assigned, including operating a bus in the event that no Bus Operator is available.

### SALARY

The monthly salary range is **\$4,442.01 to \$5,422.04**.

Must be available to work any time between hours 4:00 a.m. to 1:30 a.m., seven (7) days a week, including holidays.

### BENEFITS

Culver City provides a generous benefit package, which includes:

- 2.5% at 55 CalPERS retirement plan (Public Employees Retirement System; 6% employee contribution paid by the City, employee pays 2%\*)
- Generous health benefits for City employees and eligible dependents include: choice of six (6) medical plans and three (3) dental plans, and City paid vision and life insurance
- Voluntary 457 deferred compensation plan; City contributes \$26 per month on behalf of employees that contribute a minimum of \$12 per pay period  
Pro-rated leave benefits include: City paid holidays, floating holidays, sick leave and vacation
- Upon appointment, employees are required to purchase initial uniform and are reimbursed up to \$350 upon successful completion of probationary period. Annually thereafter, employees receive \$550 credit voucher for uniforms.

\* In the event an employee leaves City Service prior to retirement, this contribution, including interest, is remitted to the employee upon application to the retirement system.

### MINIMUM REQUIREMENTS

- High school graduation or equivalent and one (1) year of recent experience as a public transit Bus Operator. Completion of course work in supervision desirable.
- Knowledge of state vehicle codes and traffic regulations applicable to bus operations; office practices and record keeping; transit scheduling procedures.
- Skills in investigating accident scenes and compiling data; preparing reports and maintaining records; establishing and maintaining effective working relationships; analyzing data, recognizing problems and making decisions under pressure; communicating both orally and in writing.
- Knowledge of Automatic Vehicle Location System (AVL), desired.
- Three (3) years prior to closing date and up to the date of appointment to the position:
  - 1) No employment terminations for cause,
  - 2) No more than one (1) moving violation,
  - 3) No traffic accidents reported on the DMV (H-6) printout. *If a traffic accident reported on your DMV H-6 printout was not your fault, you must attach acceptable proof to your application to be given further consideration\**,
  - 4) No arrests for driving under the influence of alcohol or drugs that result in a criminal conviction, and
  - 5) No administrative suspension or revocation of driver's license for driving under the influence of alcohol or drugs.
- Applicants may be disqualified for any of the following reasons:
  - ⇒ A conviction record, and/or
  - ⇒ Negative employment references.

#### **NOTES:**

- 1) A conviction shall include a plea, verdict, or finding of guilt regardless of whether sentence is imposed by the court.
- 2) Positions in this job classification are considered safety sensitive under Department of Transportation (DOT) alcohol and regulations and are, therefore, subject to specific employment reference verifications prior to employment and random alcohol and drug screenings during the course of employment.
- 3) Prior to appointment (hire), candidates must pass a pre-employment medical examination, which will include a drug screen. A positive pre-placement drug test, refusal or failure to test may result in rejection of the candidate.

### LICENSE AND CERTIFICATES

Possession of a valid California Class "B" driver's license with Passenger Endorsement. Possession of a **Railroad Approved Watch** (approval must be noted on the watch face) at time of appointment.

### EXAMINATION PROCEDURES

Applicants must receive a passing score on all examination components in order to be placed on the eligible list.

#### **COMPONENT**

#### **WEIGHT**

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|---|-----|
| • <b>WRITTEN EXERCISE:</b> Ability to coordinate dispatch schedule.               | 20% |
| • <b>COUNSELING/SIMULATION EXERCISE:</b> To demonstrate the ability to supervise. | 40% |
| • <b>APPRAISAL INTERVIEW:</b> To evaluate experience and personal qualifications. | 40% |

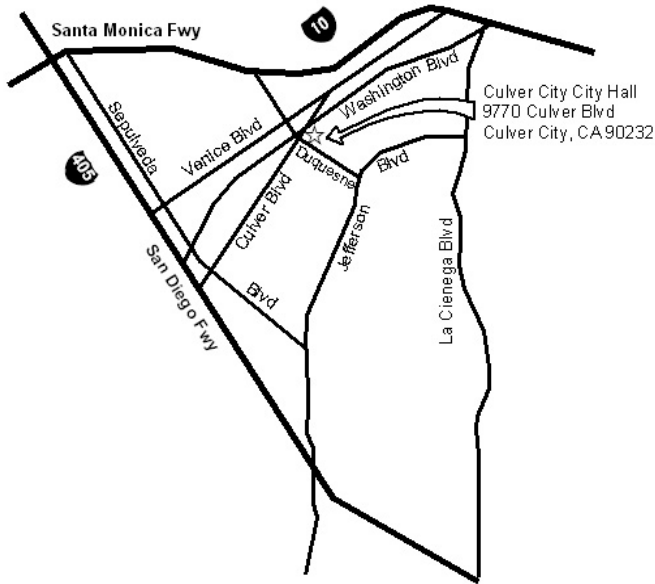
### HOW TO APPLY

Complete application materials, including an **original, current (last 30 days) DMV (H-6) printout, a copy of your driver's license and acceptable proof document\***, must be submitted to the Human Resources Department and will be accepted until **5:00 p.m., Thursday, September 9, 2010**. *There are no photocopying services available at the filing location.* Applicants may download a City application, at: [www.culvercity.org/jobs](http://www.culvercity.org/jobs) or obtain an application from Human Resources Department, City Hall, 9770 Culver Boulevard, Culver City, CA 90232. Individuals that submit incomplete application materials may not receive full consideration for the position. No faxed or emailed application materials will be accepted.

### Equal Opportunity Employer

Note: Proof of U.S. citizenship, alien residency, or authorization to work in the U.S. will be required before appointment to this position. Special assistance for persons with disabilities is available to help with the application and examination process upon request. Request should be made to Human Resources Department, 9770 Culver Blvd., Culver City, CA 90232-0507, (310) 253-5640, V/TDD (310) 253-5647 (Hearing Impaired Only). Women, Minorities & Disabled Encouraged to Apply.

*The provisions of this bulletin do not constitute a contract, express or implied, and any provisions in this bulletin may be modified or revoked without notice.*



**THE CITY:**

The City of Culver City, with a population of 40,000, is 8 miles from the Civic Center of Los Angeles and 5 miles from the Pacific Ocean, near the intersection of the Santa Monica and San Diego Freeways. Culver City is a "charter" city, governed by a 5-member City Council and managed by a City Manager, assisted by 10 department heads.

**SELECTION PROCESS:**

- 1) Official City employment application form completed (demonstrating possession of minimum qualifications), signed, and filed by 5:00 p.m., on or before filing date (filing time may vary if noted on reverse side of this form).
- 2) Successful completion of all parts of the examination process which may include one (1) or more of the following: written, appraisal interview, or performance, and physical agility. Applicants will be notified as to date, time, and location for each part.
- 3) Successful completion of all parts of a background check: conviction record, fingerprint check, proof of age, medical examination and loyalty oath.
- 4) All applicants who have successfully completed all stages of the recruitment process and received a final passing score will be placed on an eligible list, ranked according to final score.
- 5) Top five (5) ranks from eligible list will be referred for consideration in filling vacancies.

**VETERAN'S PREFERENCE:**

Proof of honorable discharge (DD214) must be submitted by final filing date to claim veteran's preference. Reserve duty, including active reserve training duty, does not meet eligibility requirements for entitlement to veteran's preference. (Veteran's preference does not apply to promotional exams).

**SENIORITY PREFERENCE:**

Seniority points will be computed in accordance with Civil Service Rules and Regulations.

**FRINGE BENEFITS:**

These are typical benefits, but may vary by negotiated agreements with employee bargaining units.

**RETIREMENT:**

Employees are currently covered by the Public Employees' Retirement System (City pays 6% contribution and employee pays 2%), and social security.

**DEFERRED COMPENSATION:**

Employees may voluntarily contribute to a city sponsored deferred compensation plan.

**MEDICAL-DENTAL:**

Choice of health and dental plans for employees and dependants. Some employee contribution may be required.

**VISION:**

Vision insurance for employees and dependents is provided.

**LIFE INSURANCE:**

Term life insurance is also provided.

**HOLIDAYS:**

13 paid holidays per year for most classifications.

**VACATION:**

80 hours per year after one year of service. Increases in vacation accrual occur after 4, 14, and 19 years of service.

**SICK LEAVE:**

96 hours per year.

**UNIFORMS**

Those employees required to wear uniforms will be either: (a) reimbursed for uniform articles; or (b) furnished uniforms depending upon classification.

**CREDIT UNION AVAILABLE**