



Class Summary

The responsibilities of this classification include performing work of various duty assignments and completing classroom training as a part of the Transit Division's formalized training program for qualification as a first line supervisor.

Distinguishing Characteristics

This is a standalone classification. Work involves on-the-job training and performing duty assignments as a first line supervisor. As incumbents gain experience, they are assigned increasingly responsible work and work more independently in those areas where they have demonstrated skill. Work also includes timely and successful completion of all related supplementary training classes, seminars, courses and examinations deemed necessary for the training program. Work requires compliance with all applicable federally mandated safety-sensitive requirements.

Examples of Duties (May vary by position)

1. Perform work of and rotate among various assignments and shifts of first line supervisors to gain on-the-job experience; implement feedback and direction given on means to acquire skills and improve job performance.
2. Learn the full range of duties and responsibilities of each duty assignment under the supervision and direction of a fully qualified first line supervisor.
3. Learn and apply coach operating procedures and related policies for all supervisors as well as those specific to a given assignment.
4. Learn and perform the work necessary to prepare reports, maintain records and operate the automated systems and equipment associated with each assignment.
5. Attend classroom training, seminars and courses; read and study materials and take examinations.
6. Perform other duties as assigned.

Knowledge/Skills

Knowledge of transit operations and transit vehicle operating policies and procedures

Knowledge of transit routes and schedules

Knowledge of base procedures, vehicle maintenance, facilities and power distribution operation and support guidelines

Knowledge of applicable ADA regulations and requirements

Knowledge of applicable federally mandated safety-sensitive requirements

Communication skills

Customer service skills

Basic computer skills

Skill in basic mathematics

Skill in the operation of two-way radios and similar communication devices

Skill in working with a variety of individuals from diverse backgrounds

Skill in establishing and maintaining effective working relationships

Licensing, Certification and Other Requirements

Washington State Driver License

Commercial Driver License, class B with passenger and airbrake endorsements

Must pass a post-offer, pre-employment physical examination

Must pass drug and alcohol testing provisions for safety sensitive positions as required by the U.S. Department of Transportation, 49 CFR Parts 40 and 655

Willingness and availability to work different shifts on weekdays, nights, weekends and holidays

Work requires mandatory overtime during adverse weather conditions and disasters that require activation of the Emergency Operations Center or Transit Division Operations Center

This is a classification specification and not an individualized job description. Additional minimum qualifications may be established for individual positions based on business needs and are specified in position announcements as appropriate.

FLSA Designation	Non-Exempt
Service Status	Career Service
Levels within same series	None
Class History	Updated 10/2010 Updated Description; changed format Changed Title: Supervisor-in-Training