



## **JOB ANNOUNCEMENT**

### **FIELD SUPERVISOR - RURAL**

#### **Cascades East Transit (CET)**

#### **The Position:**

- The Field Supervisor - Rural is responsible for managing the operations of the CET Rural routes in coordination with the CET Operations Manager.
- Develop a Driver training program using curriculum and certifications from the National Safety Council and University of Wisconsin.
- Develop and maintain driving procedures to include compliance with the Driver Manual, Drug & Alcohol policy and procedures, and emergency procedures.
- Train Drivers on all policies and procedures
- Plan and provide PASS, First Aid and Defensive Driver trainings to CET and CERC Drivers, and organize and provide other necessary Driver trainings to all CET Drivers.
- Responsible for the Rural vehicle maintenance program.
- Maintain compliance with the ATU Collective Bargaining Agreement.
- Perform related duties as required.

See complete job description on the COIC website: [www.coic2.org/coic-employment](http://www.coic2.org/coic-employment)

#### **The Candidate:**

Minimum qualifications for this position include Bachelor's Degree plus 3 years of work experience in related field or the equivalent combination of education and experience in related field may be substituted. At least 1 year of management/supervisory experience.

#### **Position Location:**

The position will be located at the CET operations office in Redmond, Oregon.

#### **Compensation:**

The starting salary for this position is \$3,878 per month to start, depending on experience and qualifications.

- Excellent medical, dental and vision coverage for employee and dependents
- Life insurance and long term disability insurance – 100% employer paid
- PERS retirement – COIC covers employer and employee contributions
- 457 savings plan and deferred compensation plan available
- Vacation leave – 8 hours per month to start, with increasing accruals over time
- Sick leave – 8 hours per month
- Paid holidays
- Paid CET transit pass for all employees

**How to Apply:**

In order to be considered for this position, a completed COIC employment application, cover letter, and resume must be received in the Hawthorne Station Administration Building - 334 NE Hawthorne Avenue, Bend OR 97701, no later than 5:00 p.m., Wednesday, September 13, 2017

COIC employment application and job description for this position are available at [www.coic2.org/coic-employment](http://www.coic2.org/coic-employment) or contact Kelly Perkins, HR Coordinator, at 541-548-9544 to have an application mailed to you.

We accept scanned, e-mailed applications to the following e-mail address: [employment@coic.org](mailto:employment@coic.org)  
You must indicate: Field Supervisor – Rural in the subject line.

If you are not able to scan and e-mail, you can fax your application to (541) 923-3416.

**Central Oregon Intergovernmental Council Background:**

*“The Central Oregon Intergovernmental Council serves the local governments of Central Oregon, providing regional collaboration, efficiencies and service delivery for a strong local economy and quality of life.”*

COIC is a regional “Council of Governments” under Oregon Revised Statutes section 190, with a Board of Directors of 11 elected officials from the city and county governments of Central Oregon, along with Tribal and other appointed representatives. COIC was created in the early 1970’s as a venue for regional planning, collaboration, priority-setting and service delivery.

COIC’s current work force exceeds 130 staff members, with 12 office locations across seven cities and five counties. Primary program areas are Community and Economic Development, Business Loans, Employment and Training (including education), and Transportation.

COIC is an Equal Opportunity Employer.

Auxiliary aids and services are available upon request for individuals with disabilities.

**CENTRAL OREGON INTERGOVERNMENTAL COUNCIL  
JOB DESCRIPTION**

<b>Job Title:</b> FIELD SUPERVISOR - RURAL <b>Supervisor:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>Effective Date:</b> July 15, 2016 <b>Revised Date:</b>
<b>Grade Level:</b> 7	<b>Status:</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> FTE <input type="checkbox"/> P-T (___%) Temporary <input type="checkbox"/> Union <input type="checkbox"/>
<b>Department:</b> Transportation <b>Department Manager:</b> Transportation Manager	<b>Work Location:</b> Redmond <b>Reports to:</b> CET Operations Manager
<b>Safety-Sensitive Position:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>Subject to Drug/Alcohol Testing:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

**POSITION SUMMARY:** The Field Supervisor - Rural is responsible for managing the operations of the CET Rural routes in coordination with the CET Operations Manager.

Develop a Driver training program using curriculum and certifications from the National Safety Council and University of Wisconsin.

Develop and maintain driving procedures to include compliance with the Driver Manual, Drug & Alcohol policy and procedures, and emergency procedures.

Train Drivers on all policies and procedures

Plan and provide PASS, First Aid and Defensive Driver trainings to CET and CERC Drivers, and organize and provide other necessary Driver trainings to all CET Drivers.

Responsible for the Rural vehicle maintenance program.

Maintain compliance with the ATU Collective Bargaining Agreement.

Perform related duties as required.

**ESSENTIAL JOB FUNCTIONS**

**Rural Routes**

- Manage the operations of the CET rural routes in coordination with CET Operations Manager, including day-to-day supervision of rural Drivers.
- Coordinate the hiring of Drivers with the H.R. Dept. and CET Operations Manager that includes application review, interviewing and the new hire orientation for Drivers.
- Conduct employee Performance Reviews, review and approve Drivers' time sheets to assure time is accurately reported and consistent with their schedule.
- Coordinate/approve Drivers' time off requests, while assuring effective operations of the Rural route scheduling.
- Investigate and resolve Driver complaints or problems. Implement corrective action for performance and conduct issues as required.
- Coaches and motivates rural Drivers to achieve optimum performance through guidance, support, and use of effective supervisory and human relations skills.
- Train Drivers on procedures, MDT's use and accurately recording information on ridership, fares, etc.
- Coordinate Drivers' schedules with the CET Dispatch Supervisor.
- Assure that CET Driver procedures stay consistent with current practices, COIC policies, and compliance with State and Federal requirements.
- Review and resolve customer complaints dealing with Drivers, on time pick-up and delivery concerns and keep the CET Operations Manager informed of complaint status.

## **Driver Training**

- Develop Driver trainings using curriculum and certifications from the National Safety Council and University of Wisconsin. Provide PASS, First Aid and Defensive Driver Trainings.
- Assure that training needs are met for CET and CERC according to training schedule.
- Assure that all CET Drivers are trained and operating in accordance with policies and procedures.
- Coordinate B-T-W Driver evaluations and assures safe, efficient operations with the CET Operations Manager.
- Provide and/or organize other required Driver training.

## **Vehicle Maintenance**

- Ensure that vehicles are operating in a safe and efficient manner at all times.
- Supervise the preventive maintenance of vehicles according to manufactures specifications and COIC schedules for all Rural vehicles and mechanical equipment.
- Provides oversight of the repair of vehicles.
- Conducts various analysis and inspections of vehicles and mechanical systems to determine the most cost-effective means of maintenance and repair.

## **Safety and Security**

- Respond to emergencies.
- Manage incident situations in communication with the CET Operations Manager and Dispatch.
- Assist in oversight of safety practices and procedures
- May drive transit vehicles as necessary to assure that operations continue on schedule.

## **MINIMUM EDUCATION & SKILLS REQUIRED**

### **Educational/Experience Requirement**

Bachelor's Degree plus 3 years of work experience in related field or the equivalent combination of education and experience in related field may be substituted. At least 1 year of management/supervisory experience.

### **Essential Knowledge, Skills and Abilities**

- Ability to supervise and provide leadership to staff
- Working knowledge of transportation software
- Working knowledge of Union Collective Bargaining Agreements
- Functional knowledge on BOLI Wage and Hour Laws
- Work independently and effectively without close supervision
- Communicate effectively, both in writing and verbally
- Establish and maintain cooperative working relationships and work as a team
- Demonstrated public speaking and presentation skills
- Exhibit courtesy and professionalism to represent COIC in a manner that will maintain and promote the positive reputation of the organization
- Work effectively under pressure
- Exercise discretion in confidential matters
- Must be proficient in use of Excel, Word and MS Office Suite

**Basic Job Requirements**

- Must maintain client and agency confidentiality.
- Must have the ability to work independently and effectively without close supervision as well as within a team environment
- Utilize effective time management and organizational skills.
- Mobility to work in a typical office setting and use standard office equipment
- Must be bondable.
- Must pass a criminal background and driving background check and successfully pass a DOT pre-employment drug test.
- Requires a current Class B CDL with air Brake and Passenger endorsement.
- Requires a current Medical Examiners certificate.
- Requires certification to teach first aid, defensive Driving and PASS classes

**Physical Requirements**

While performing the responsibilities of the job, the employee is required to clearly communicate in person or over the telephone. Vision abilities required by this job include close vision to read printed materials and a computer screen. The employee is occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Occasional lifting up to 20 pounds. May be required to drive a motor vehicle to travel to various work sites. Reasonable accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**Work Environment**

Office setting; some manual labor; some driving; may work outdoors and be subject to weather and road conditions. Employee may be subject to vehicle noise and fumes, odors, and dust.

**Exposure to Confidential Information: HIPAA:** Yes  No       **Payroll:** Yes  No

*This job description is Not all inclusive and is subject to change. Additional duties and tasks may be assigned, as necessary. Employment remains "AT-WILL" at all times.*

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**H.R. Manager Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_