

PUBLIC TRANSIT OPERATIONS SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory and administrative position responsible for overseeing the daily operations of the Ulster County Area Transit (UCAT) system. The incumbent coordinates and manages transit operations, vehicle maintenance, and safety programs in compliance with Federal Transit Administration (FTA), New York State Department of Transportation (NYS DOT), and other applicable federal, state, and local funding-related regulations and requirements. The Public Transit Operations Supervisor is responsible for coordinating daily work schedules for all Automotive Mechanics, the Public Transit Operations Coordinator, and the Public Transit Dispatch and Operations Coordinator. The position includes oversight of preventative and corrective maintenance for the UCAT fleet to ensure safe, reliable, and compliant transit service. Work is performed under the general supervision of the Ulster County Director of Public Transportation, with considerable latitude permitted for the exercise of independent judgment and initiative. Supervision is exercised over Automotive Mechanics, the Public Transit Coordinator, the Public Transit Dispatch and Operations Coordinator, and other designated staff as assigned. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Develops and maintains electronic databases, spreadsheets, and/or paper records to track and monitor transit-related operational, maintenance, and compliance data;

Supervises and oversees the work of the Automotive Mechanics, Public Transit Coordinator, the Public Transit Dispatch and Operations Coordinator and other designated staff as assigned;

Oversees and reviews driver pre-trip and post-trip inspections for accuracy and completeness, utilizing paper or electronic formats as applicable;

Updates and maintains the UCAT System Safety Plan and Fleet Maintenance Plan and ensures full departmental compliance with FTA, NYS DOT, and other applicable regulatory requirements;

Coordinates and schedules all vehicle repairs, preventative maintenance, inspections, registrations, and registration renewals to maximize fleet lifespan and reliability;

Maintains comprehensive electronic maintenance records and prepares and submits required monthly reports to the Director of Public Transportation in compliance with funding and regulatory requirements;

Assists in and conducts training and testing of Bus Drivers and Bus Driver/Dispatchers under New York State Vehicle and Traffic Law Article 19-A; ensures all training, testing, and reporting requirements are met and properly documented;

Conducts accident investigations as required;

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Assists with administration and monitoring of the National Transit Database (NTD) sampling program;

Participates in and complies with all mandated departmental safety training programs and procedures;

Assists in ensuring all UCAT vehicles are clean, presentable, and in optimal operating condition; communicates vehicle out-of-service and return-to-service status to appropriate staff;

Assists in responding to and advising drivers during emergencies, including vehicle breakdowns, accidents, and passenger-related incidents;

May operate a passenger bus or other vehicles as required, assuming full responsibility for safe operation;

May assist Automotive Mechanics with vehicle repair and maintenance activities when necessary;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of transit operations principles and practices; thorough knowledge of accepted safety practices and OSHA standards; thorough knowledge of the operation and mechanical functions of transit vehicles; good knowledge of applicable federal, state, and local transit laws and regulations; ability to plan, supervise, and evaluate the work of others; ability to communicate effectively both orally and in writing; ability to maintain accurate records and prepare reports; ability to exercise sound judgment and apply appropriate safety procedures; ability to lead and direct staff; manual dexterity; good hand-eye coordination; dependability; initiative; resourcefulness; and physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A. Five (5) years of full-time paid, or its' part-time equivalent work experience in transit or fleet operations, at least two (2) years of which involved general oversight of mechanical operations and repairs to buses or other fleet vehicles.

SPECIAL REQUIREMENTS:

1. Possession of a valid New York State Commercial Driver's License (CDL) Class B with passenger and air brake endorsements at the time of appointment and for the duration of employment.
2. Qualification under New York State Vehicle and Traffic Law Article 19-A at time of appointment and for the duration of employment.
3. Possession of a BAITFISH certification at time of appointment and for the duration of employment.

4. In accordance with the Department of Transportation (DOT) 49CFR40, all prospective employees will undergo drug/alcohol testing prior to appointment and will undergo random drug/alcohol testing during the course of employment.

ULSTER COUNTY

5293 PTO SUP

Classification: Competitive

Union: USCA

Adopted: January 9, 2026