

VACANCY

ROUTE SUPERVISOR

Starting Pay: \$48,713 to \$54,225 Annually
Hours: Varied
Days of Week: Varied
Start Date Desired: May 2015

Applications and resumes will be accepted beginning March 16, 2015 through April 3, 2015 at the EMBARK Human Resource Office, 2000 S. May, Oklahoma City, Ok. 73108.

JOB SUMMARY

This position is located in the Operations Division of EMBARK. **ESSENTIAL JOB FUNCTIONS:** Supervisory work that involves dispatching, directing and monitoring of buses and bus operators. This position is responsible for monitoring bus operators for violations of EMBARK policies, and city and state traffic laws, investigation of accidents involving EMBARK vehicles, incidents and injury cases, responding to street problems or disputes involving EMBARK vehicles, property and/or bus operators and insuring that all necessary employee paperwork is completed and submitted in a timely fashion. Must be capable of operating bus when called upon in emergency situations. Will be required to perform dispatch functions on an as needed basis. Work is performed independently and Manager reviews work product through conferences, staff meetings, reports and observations of work. Required to make on-site, instantaneous decisions affecting the organization.

JOB REQUIREMENTS

- Skill in communicating verbal and in writing using tact and diplomacy in dealing with subordinates and the general public.
- Ability to successfully complete new and on-going training in the development and proficiency of supervisory skills and new software programs and apply skills learned when performing job duties.
- Skill in evaluating current programs and recommending improvements.
- Ability to effectively plan, organize and direct the work of others.
- Willingness and ability to learn new computer software programs.
- Willingness and ability to learn administer and document appropriate employee counseling and discipline.
- Ability to remain calm and exercise sound judgment when addressing stressful or emergency situations that may arise with employees or the general public.
- Ability to follow complex oral or written instructions.
- Willingness to enforce EMBARK policies and safety regulations.
- Possess a valid Oklahoma Commercial Driver's License (class B) with a Passenger (P) endorsement no later than 30 days from the date of employment.
- Ability to comply with strict attendance policies.
- Ability to maintain confidential information.

Note: Successful applicant will be required to pass a Department of Transportation physical examination that will include a drug screen.

DEPARTMENTAL PREFERENCES

- Experience in dispatching and the use of a personal computer utilizing Microsoft Office Suite Applications.

WORKING CONDITIONS

- Exposure to dust, fumes, gases, noise and unfavorable weather conditions.
- Frequently indoors, subject to sitting, standing, walking, or using a telephone for extended periods of time.

- May be exposed to heat, cold, humidity, rain, etc., when conducting accidents investigations.
- Work hours may involve early mornings, late nights and weekends and/or split shifts.

PHYSICAL REQUIREMENTS

- Must be able to use both hands and both feet concurrently.
- Must be ambulatory in order to reach parked vehicle in a garage yard from Operations office and to investigate accidents on site.
- Must have the ability on a routine basis, to bend, stoop, twist, reach, climb less than 6 stairs and occasionally lift objects weighing less than 10 pounds.
- Ability to hear and speak clearly and distinctly in English on the telephone, radio and in person.
- Manual and finger dexterity to operate office equipment.
- Must be able to sit for periods up to 1 1/2 hours with only a very short break.

FRINGE BENEFITS

Vacation	104 hours upon completion of one year.
Sick Leave	80 hours per year accrued bi-weekly.
Holidays	10 regular holidays.
Injury Insurance	Effective day of employment.
Retirement	After 6 months, jointly paid by EMBARK and employee.
401 Retirement Plan	Employee contribution matched by EMBARK up to \$1,000 per year
Credit Union	Full banking services.
Life Insurance	EMBARK provides \$18,000 term coverage.
Health Insurance	Upon completion of thirty days, EMBARK pays 95% of the premium for employee coverage; dependent coverage available at low rates.
Dental Insurance	Upon completion of thirty days, EMBARK pays premium for employee coverage; dependent coverage available at low rates.
Disability Plan	Short term payable at \$250 per week.
Flexible Spending Accounts	Upon completion of thirty days of full time employment.

VETERANS PREFERENCE

A five-point preference will be awarded on the initial scored selection process for honorably discharged veterans of the United States Armed Forces. Qualified applicants must submit a copy of their DD Form 214 indicating discharge type/character of service in person, mail, or fax at 405-297-2652.