



Transit Operations Supervisor

Washington County offers a full compensation package that reflects how much we value our employees. Please take a look at what you can expect to earn during your first year as a full time Employee with Washington County Government:

- ✓ **Sixty (60) Paid Personal Hours**
- ✓ **Eighty (80) Paid Vacation Hours**
- ✓ **Fourteen (14) Paid Holidays**
- ✓ **One Hundred & Twenty (120) Paid Sick Hours**
- ✓ **County and Employee funded Healthcare including Health, Prescription, Dental and Vision Coverage**
- ✓ **County Paid Employee Assistance Plan**
- ✓ **County Paid Life Insurance**
- ✓ **County Paid Accidental Death and Dismemberment Insurance**
- ✓ **County Paid Short Term Disability Insurance**
- ✓ **County Paid Long Term Disability Insurance**
- ✓ **Up to \$2,500.00 Annual Tuition Reimbursement Assistance**
- ✓ **County and Employee funded Defined Pension Plan**
 - **Vested in just five (5) years.**
 - **Credit for Prior Active Military Service and Unused Paid Sick Days.**
- ✓ **An annual salary of \$69,285 starting...**

If our **Transit Operations Supervisor** comprehensive compensation package interests you, please continue reading through our job posting to learn more about the position's duties, responsibilities, perquisites, etc. and apply online today.



JOB TITLE:	Transit Operations Supervisor	GRADE	13
	Transit	FLSA STATUS:	Exempt
DEPARTMENT:			
REPORTS TO:	Transit Director		

GENERAL RESPONSIBILITIES:

This professional position oversees the daily operations of the Transit department by ensuring staffing needs are met across all Transit-provided services, evaluating bus routes for efficiency and customer need, responding to incidents, and overseeing the training and certification of transit operators . Direction is provided by the Transit Director. Supervision is exercised over subordinate personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Assists with department oversight, including specific transit-related programs. Provides daily instruction and direction to transit drivers and office staff.
2. Oversees training of transit drivers and office staff, including new driver training, emergency evacuation, passenger assistance, wheelchair securement, route training, defensive driving, etc...
3. Develops and implements operating policies, procedures, and performance standards to improve service. Evaluate and monitor Transit services for compliance with applicable Federal, State, and local laws, regulations, and policies.
4. Oversees bus fare collection and counting. Reports all related equipment malfunctions to the Fleet and Facility Manager for repairs.
5. Assists with budget and grant application submissions.
6. Prepares and submits a variety of reports and maintains appropriate records.
7. Receives and responds to complaints from employees and the public.
8. Analyzes farebox computer-generated ridership and driver reports; designs and creates spreadsheets for tracking ridership data; recommends and designs route changes based on ridership analysis and changes in the community.
9. Handles disciplinary action involving transit drivers and office staff. Interviews and recommends applicants for hire. Conducts transit driver and office staff performance evaluations.
10. Investigates vehicle accidents and takes appropriate action. Reviews accident/incident reports to recommend preventive measures and training.
11. Administers mandated FTA/DOT Drug and Alcohol testing program.
12. Represents the transit system at local, regional, and statewide meetings and events. Acts as liaison with other local and State transportation offices; attends regional and state-wide seminars and meetings.
13. Promotes transportation services; encourages the use of public transit; assists with public outreach; coordinates the design and updates of the transit department's public outreach.
14. Prepares and approves departmental payroll of transit drivers and office staff.
15. Acts as Transit Director when assigned and required. Provides shift coverage of other transit supervisory personnel during absences.
16. Performs related tasks as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of Federal Motor Carrier Safety Regulations (F. M. C. S. R.) and the Americans with Disabilities Act of 1990 (ADA) as related to public transportation; general knowledge of Federal and State Occupational Safety and Health Administration (O.S.H.A./M.O.S.H.) Laws, Rules, Regulations and Standards; ability to establish and monitor bus routes and schedules; ability to plan and supervise the work of subordinate employees; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college with major coursework in business management, transportation program coordination, and safety compliance. Minimum of 5 years of supervisory experience preferred.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arm's length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise, vibration, hazards, atmospheric conditions, and oils.

SPECIAL REQUIREMENTS:

Possession of or ability to obtain (within 9 months) and maintain a valid CDL Class B driver's license with airbrake and passenger endorsements; (CDL and DOT physical required). This is a safety-sensitive position and is subject to Federal Transit Administration substance abuse regulations.

This position will be expected to work Tuesday through Saturday, and occasional holiday work for supervisory coverage.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Easy Ways to Apply:

1. Visit our website at <https://www.washco-md.net/jobs/>
Or
2. Complete and email an Application to HR@washco-md.net
Or
3. Complete and mail Application to:
**Washington County Human Resources Department,
100 W. Washington Street, Room 2300,
Hagerstown, Maryland 21740**

Washington County is an Equal Opportunity Employer. Individuals requiring special accommodations or assistance are requested to contact the Human Resources Department at 240-313-2350, Voice or TDD (D/HH use 711) M/F/H/V.

**DEADLINE FOR FILING APPLICATIONS WITH HUMAN RESOURCES:
September 17, 2026 @ 4:00pm**