



## Operations Supervisor

Status: Full Time

Salary Range: Based on Qualifications

Location: VRT Central Region

Hours: Monday – Friday, occasional Saturdays, as needed

Virginia Regional Transit is seeking a full time Operations Supervisor to work in its Central Region office. Under the guidance of the Transit Manager, the Operations Supervisor will be responsible for monitoring and providing supervision and support to a system wide transportation program consisting of fixed routes, demand response and special events. Additional duties will include but are not limited to: generate weekly schedules, adequately staff all routes, conduct road evaluations, and train drivers for CDL license and endorsements. A successful candidate must be able to communicate effectively and professionally with customers, employees, and managers. Candidate must be proficient in Microsoft Word and Excel, have excellent organizational skills and the ability to work in a fast-paced environment. Candidate also must have the ability to learn all routes within 60 days of hire date.

**Job Requirements:** Any combination of education and experience equivalent to a high school diploma with one year of dispatch and two years of supervisory related experience.

**Post Conditional Offer Contingencies:** Employment is contingent on a valid CDL Class B license with passenger, airbrake and school bus endorsements or the ability to obtain a CDL within 90 days, good driving record, and satisfactory results of a background check and drug screening.

**Apply Online:** [www.vatransit.org](http://www.vatransit.org)

**Questions:** Call Toll Free 1-877-777-2708

Virginia Regional Transit  
Human Resources Office  
109 North Bailey Lane  
Purcellville, VA 20132

EOE/M/F/D/V