Sacramento Regional Transit District

Transportation Superintendent - Bus

SALARY	$130,000.00 - $160,459.30 Annually	**LOCATION**	1400 29th Street Sacramento, CA
JOB TYPE	Full Time	**JOB NUMBER**	2027-00118
DEPARTMENT	Bus Transportation	**OPENING DATE**	09/15/2026
CLOSING DATE	9/28/2026 11:59 PM Pacific	**RECRUITMENT TYPE**	Internal/External

Description

The purpose of this position is to assist with the overall management of activities of an operating bus transportation department focused on accomplishing goals and objectives to support the strategic plan of the agency, efficiency of operation, cost effectiveness, and positive management-labor relations. This is accomplished by providing supervisory and administrative oversight of operating and supervisory staff and resources to ensure that service objectives are achieved within budgetary constraints; assisting with monitoring staff compliance with policies, rules, procedures, regulations, practices, and labor agreements; directs the maintenance of employee records and division statistics; and supervises the review and analysis of transit operations and monitors system performance to identify and resolve problems while ensuring efficiency and cost-effectiveness. Other duties include, but are not limited to, representing the District, observing and analyzing work practices, promoting safe practices and safety campaigns, and coordinating with staff and other departments. Specific responsibilities in the daily operations and training programs administration depend on assignment and incumbents may be cross-trained or reassigned as necessary.

Examples of Duties

- **Daily Operations of Transportation Services:** Assists in the overall day to day management of the transportation department by monitoring operations and ensuring effective and consistent operating practices; participating in work plan development/personnel utilization and staff assignments; monitoring and authorizing payroll adjustments; investigating and correcting payroll deficiencies; serving as the departmental liaison with labor unions, other departments and agencies; coordinating the handling of passenger service complaints and emergencies; collecting, compiling and analyzing related data and preparing reports; Prepares and conducts operator bid sign-ups; Provides direction to Operators during accident/incidents, schedule or route changes, and emergency situations; oversees vehicle service for bus bridges, seasonal and special events, including projecting equipment and staffing demands, and scheduling appropriate personnel; and administering the Collective Bargaining Agreement as it applies to the department's service.
- **Operations Training Administration:** Administers the District's Operations Training programs by planning and organizing a program for the instruction of new operators; re-instruction of veteran operators, and other RT employees, in the safe manner of operating transit buses in accordance with RT's policies and procedures; coordinating the utilization of operator in-line trainers for training new operators; determining objectives, goals, and methods of instruction for curriculum and lesson plans, functioning as a resource, facilitator, or instructor, and participating in operator and other technical training as needed; administering the Department of Motor Vehicles

Employer Testing and Pull Notices Programs; collecting, compiling and analyzing related data in order to identify training needs and program effectiveness and ensure compliance with applicable laws and regulations.
- Provides supervisory and administrative oversight by establishing and reviewing employee performance standards, conducting evaluations with supervisory staff; developing performance improvement plans and administering discipline when appropriate; participating in the selection of staff; assists with conducting disciplinary investigations, attendance counseling, grievance hearings, and counseling sessions and acting as a hearing officer and rendering decisions regarding labor agreements and grievance issues.
- Provides program, policy, and procedure review and analysis by developing programs to improve transportation operations, operations training, safety programs and the District's evaluating, recommending and implementing departmental policies, procedures, and quality standards. Prepares written incident reports, correspondence, bulletins and standard operating procedures; Supervises the investigation of accidents and analyzes accident trends to minimize recurrence; Works closely with the Safety Department and Risk Management Department to communicate and implement safety rules, policies, and procedures in support of the agency's safety vision and goals; and maintains accountability for the safety performance of all subordinate employees.
- Acts as Director in the Director's absence; Participates in various annual and bi-annual audits and coordinates audit activities with outside agency representatives, represents the District, as assigned, in various committees and meetings related to transportation operations and training, coordinates RT's Bus Rodeo by overseeing local, regional and/or national participation and assists in the preparation of the department budget.

Minimum Qualifications

A combination of education and/or experience that provides the required knowledge, skills and abilities to perform the essential functions of the position. SacRT reserves the right to determine the equivalences of education and experience.

Education: Associate's degree, or equivalent from an accredited college in Business Administration, Public Administration or a related field. A Bachelor's degree is desirable.

Experience: A minimum of five (5) years of experience in public transportation, with at least three (3) years of supervisory experience in bus operations. Previous transit training experience and TSI Train the Trainer Certification desirable.

Certification & Other Requirements: Possession of a valid driver's license is required with the ability to obtain and maintain a valid California Class C driver's license.

Proof of required education beyond high school, such as college transcripts, diplomas, and/or certificates must be submitted at the time of application, if not substituting experience for the education requirement.

Filing Instructions/Supplemental Information

The minimum qualifications as stated on this job announcement represent only the basic requirements of the position. Meeting the minimum qualifications does not guarantee that a candidate will be invited to participate in other examination segments of the selection process. An employment application, supplemental questionnaire, and proof of education are required for this position. Applications, job announcements, and copies of the complete job description are available at our website at www.sacrt.com.

A completed employment application must be submitted online no later than Monday, September 28, 2026, at ll:59 p.m. SacRT will not process incomplete applications. Resumes are not accepted in lieu of application but may be included with the application. For more information on benefits, a summary sheet is available from the Human Resources Department. The Human Resources Department will make reasonable efforts in the recruitment process to accommodate candidates with disabilities. For more information, contact the Human Resources Department at (916)

556-0298.

SacRT has a stand-alone pension plan which is not part of, nor does it have reciprocity with CalPERS.

SacRT is an Equal Opportunity EOE Employer.

This position falls under the AFSCME, Local 146 Bargaining Agreement.

Employer
Sacramento Regional Transit District

Address
1400 29th Street

Sacramento, California, 95816

Phone
9165560298

Website
http://www.sacrt.com/

Transportation Superintendent - Bus Supplemental Questionnaire

*QUESTION 1

Describe, in detail, your experience in public transportation. In your response, include the employer and number of years/months you performed the function.

*QUESTION 2

Describe, in detail, your experience in a bus operations environment. In your response, include the employer and number of years/months you performed the function.

*QUESTION 3

Describe, in detail, your experience and specific responsibilities administering collective bargaining unit contracts and managing in a union environment. In your response, please include the employer and number of years/months you performed the function.

*QUESTION 4

Describe, in detail, your bus operations supervisory experience, including details of the oversight you provided. In your response, include the employer and number of years/months you performed the function.

*QUESTION 5

Describe, in detail, any transit training experience you have. In your response, include the employer and number of years/months you performed the function. Also, identify any TSI training and/or other TSI safety related courses you have.

* Required Question