



**OPERATIONS SUPERVISOR – F/T  
TRANSIT DEPARTMENT  
TOWN OF BLACKSBURG**

This position is responsible for supervising, coaching and evaluating bus operators for Blacksburg Transit. Additional responsibilities will include, but are not limited to dispatching transit vehicles, investigating accidents, specific computer assignments, and operating buses as necessary.

Qualified applicants must have the ability to communicate effectively with a diverse customer base, and to speak effectively to groups. Additionally, excellent interpersonal skills are necessary to perform the duties of this position. The ability to develop, read and interpret safety rules, maintenance instructions and procedure manuals is required, along with the ability to perform applicable mathematical calculations. A valid Virginia driver's license and an excellent driving record are required, as well as the ability to obtain a Commercial Driver's License, with air brake and passenger endorsement, within six months of employment. Proficiency in Microsoft Office Word, Excel and PowerPoint; as well as budgeting, scheduling and reporting software is required. AVL/CAD experience is preferred. A high school diploma, or GED, and one to three years of related experience and/or training are required. This position will follow the CDL drug testing guidelines during the employment period. The selected candidate must undergo and successfully pass a pre-employment drug screening. A satisfactory post-offer, pre-employment criminal background investigation will be required of the selected applicant.

Starting salary range is \$37,314/year - \$41,045/year, depending upon qualifications. The Town of Blacksburg offers benefits that include fully paid employee medical, dental and vision insurance; short-term and long-term disability insurance (as applicable) and life insurance. Retirement benefits are provided through the Virginia Retirement System. Direct Deposit of pay is required for all full-time employees. \*Work schedule will vary as needed, and will include early morning, late evening, weekend and holiday hours.

A Town of Blacksburg application is required for this position by 5:00 PM on Friday, June 14, 2019. Applications are available at the Human Resources Office located in the Municipal Building at 300 South Main Street, Blacksburg, VA, 24060, or may be downloaded at [www.blacksburg.gov/jobs](http://www.blacksburg.gov/jobs). Individuals with disabilities requiring accommodation in the application process may call (540) 443-1020 (voice) or utilize the Virginia Relay Center at 711 (TDD).

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M/F/D/V**