

Promotion Pathways

A GUIDE TO ADVANCEMENT OPPORTUNITY AT THE BUTLER COUNTY REGIONAL TRANSIT AUTHORITY

August 2024



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Introduction

BCRTA is an amazing place to work, and I am so pleased that we can provide this resource to our own employees!

Promoting from within is not just the right thing to do, but it also benefits our organization by retaining institutional knowledge and encouraging our employees to leverage their skills across our organization. That is why we have created this *Guide to Advancement Opportunity at the Butler County Regional Transit Authority*.

I hope that you will leverage this document as an employee, or even a perspective employee, to plan your own personal career or learn more about what the next steps to advancement could be. Whether you are looking to build skills, earn more, or just do something different these pages will provide you with a wealth of information about promotion opportunities and how you can achieve them!

When I began working at BCRTA in 2010, I started as the Operations Manager and was eventually promoted to my current position through a pathway that involved two other progressive positions. In fact, our entire executive team was promoted internally at least once to prepare them for the jobs they fill today.

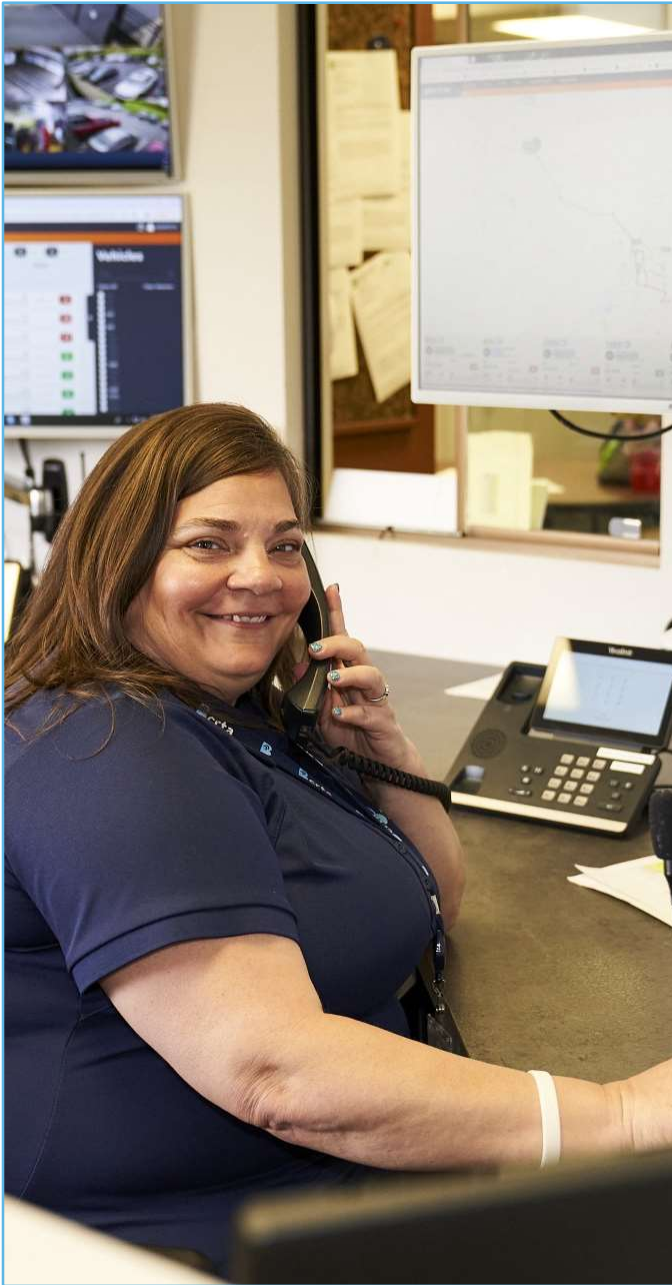
We appreciate the relationships we have built with our employees and value their investment in our organization. Likewise, we want to make sure we are providing opportunities to invest in them. That's why promoting from within is so important to us.

I hope you find this guide a valuable resource and encourage you to use it as a talking point with your supervisor or interviewing manager.

Opportunities do not drop in our laps, we make them. Go make yours!



Matthew M. Dutkevicz
Executive Director



How to Use this Guide

This book is divided into several sections or chapters. Each section describes a department or pathway and the promotion pathways or advancement opportunities available in that area. Feel free to skip sections or search only the one that you feel pertains to your interests. Some areas are connected to others, like Operations and Training. Other areas feature more specific or technical requirements that may or may not be as interchangeable, like Maintenance. However, every employee is different, and this guide is just that: a guide. Do not be afraid to use this as an idea generator or a conversation starter with your supervisor or interviewer. We value diversity in our workforce and your diverse background may not be an exact fit in just one area. Use this guide to create a pathway to your dream job!

Two ways to earn more. Find these next to your pathway to navigate your financial impact.



Step up – Earn up to 20% more/hour while using the skills you have learned. This additional earning is only applied on shifts where you have been assigned the additional duties.



Level – Build a career foundation. Each level you achieve earns a permanent adjustment to your salary.

Vehicle Operator Pathways

Vehicle Operators who choose to expand their knowledge and capabilities are encouraged to do so through self-guided programs that allow you to work at your own pace. You will have training to complete and service times to fulfill to reach your next classification. Your supervisor and department manager will review your progress and sign off on each level achieved.

Vehicle Operator to Operation Supervisor Pathway



Our Operation Supervisor pathway starts here! This allows a Vehicle Operator to begin the succession journey into supervision through a self-guided program. The eligibility and conditions of the program are listed below. Check with your supervisor or manager for next steps if you are considering this path.

1. Eligibility for this program starts with you as a BCRTA Safety Sensitive Employee in good standing for 6 months. Good standing includes good attendance and no negative disciplinary action. A minimum of 80 hours of revenue service within that 6-month period must be completed prior to applying for this program. Any negative discipline will disqualify applicants from this program.
2. Consideration also includes that all Vehicle Operators must meet on-time performance (OTP) thresholds of 80% for Fixed Route (FR) and 90% for Demand Response (DR) on average during your duration as a Vehicle Operator.
3. Once enrolled in this pathway you must work at minimum one 8-hour shift per week, in addition to your current schedule to complete the necessary training.
4. During this period, you may sign up for additional training shifts but must remain under 56 hours per week.
5. To complete the required training, it will take approximately 15 weeks to complete once enrolled in the program if only work 1 additional 8-hour shift per week.
6. Training must be completed within a maximum of 18 weeks. Once the training starts you must complete the entire program. Failure to complete the training once enrolled will make you ineligible to try again for a one-year period.
7. Successful completion of the program will be conducted by a simulated examination of the competencies learned throughout the training program. A score of 80% or greater is required for course completion. You have three opportunities to pass the

examinations. If you are unable to pass within three attempts, you will be ineligible to continue the program for a 1-year period.

8. Once your training has been completed, you must work at least one 8-hour shift per month in the Operations Support Department to remain in the program and receive additional compensation.
9. If you fail to maintain good standing, it is at the discretion of management to determine the eligibility to continue in the program.

Training & Learning Pathways

This section offers information for Vehicle Operators who are interested in the training side of operational support.

Cadet Trainer Pathway



Cadet Trainers are professional Vehicle Operators that assist the Training department by working with cadet drivers behind the wheel. Cadet drivers are new vehicle operators completing their initial training. This three-hour online training allows you the opportunity to train cadets behind the wheel during your shift. You are an extension of the Training Department, teaching professional standards by example and hands on learning. This is a self-led program that is a great first step into training. The eligibility and conditions of the program are listed below. Check with the Training Department for the next steps if you are considering this path.

1. Eligibility for this program starts with any BCRTA Safety Sensitive Employee that is in good standing for 6 months. Good standing includes good attendance and no negative disciplinary action. A minimum of 80 hours of revenue service within that 6-month period must be completed prior to applying for this program. Any negative discipline will disqualify applicants from this program.
2. Consideration also includes that all Vehicle Operators must meet on-time performance (OTP) thresholds of 80% for Fixed Route (FR) and 90% for Demand Response (DR) on average during your duration as a Vehicle Operator.
3. This is a self-led online training program that takes approximately three hours to complete for certification. Upon completion, Cadet Trainer graduates are required to work at least one shift per month, or as needed by the department.

Dispatch Step-Up Pathway



Dispatch Step-Up employees are professional Vehicle Operators that assist the Operations Support department by working dispatch shifts as needed. This mentor-led training allows you the opportunity to learn how to dispatch effectively and provide excellent customer service by example and hands-on learning. This is a great first step toward the Operations Supervisor I pathway. The eligibility and conditions of the program are listed below. Check with your supervisor or manager for the next steps if you are considering this path.

1. Eligibility for this program starts with any BCRTA Safety Sensitive Employee that is in good standing for 6 months. Good standing includes good attendance and no negative disciplinary action. A minimum of 80 hours of revenue service within that 6-month period must be completed prior to applying for this program. Any negative discipline will disqualify applicants from this program.
2. Consideration also includes that all Vehicle Operators must meet on-time performance (OTP) thresholds of 80% for Fixed Route (FR) and 90% for Demand Response (DR) on average during your duration as a Vehicle Operator.
3. This is an expedited training program, focusing on customer service and dispatch skillsets. Upon completion, Dispatch Step-Up graduates are required to work at least one shift per month, or as needed by the department.

Trainer Pathway



Besides being a Cadet Trainer, Vehicle Operator's have the opportunity to learn the skills needed to take your career to the next level. Our Training Department provides comprehensive training to all cadets to ensure preparedness for their new career at BCRTA. This is a self-led training program to be completed while currently working as a Vehicle Operator. The eligibility and conditions of the program are listed below. Check with our Training Department for the next steps if you are considering this path.

1. Eligibility for this program starts with any BCRTA Safety Sensitive Employee that is in good standing for 6 months. Good standing includes good attendance and no negative disciplinary action. A minimum of 80 hours of revenue service within that 6-month period must be completed prior to applying for this program. Any negative discipline will

disqualify applicants from this program.

2. Consideration also includes that all Vehicle Operators must meet on-time performance (OTP) thresholds of 80% for Fixed Route (FR) and 90% for Demand Response (DR) on average during your duration as a Vehicle Operator.
3. You must have a valid Commercial Driver License (CDL) or have the ability to obtain a CDL with a passenger endorsement. CDL must be obtained within 6 months of accepting the position or when the next CDL training class becomes available.
4. Once enrolled in the progression program, you must work at minimum one 8-hour shift per week, in addition to your current schedule to complete the necessary training.
5. During this period, you may sign up for additional training shifts, but must always remain under 56 hours per week.
6. Operations Trainer training will take approximately 18 weeks to complete once enrolled in the program. Please note that training weeks may vary due to staffing shortages during current training sessions.
7. Training must be completed within a maximum of 20 weeks. Once the training starts you must complete the entire program. Should you fail to complete the training once enrolled you will be ineligible to try again for a 1-year period.
8. Successful completion of the program will consist of examinations and demonstrations of the competencies learned throughout the training program. A score of 80% on the final exam or greater is required for course completion. You have three opportunities to pass the examinations and demonstrations. If you are unable to pass within three attempts, you will be ineligible to continue the program for a 1-year period.
9. Once the training program has been completed, you must work as a Cadet Trainer at least one 8-hour shift per month to remain in the program and receive additional compensation
10. If at any point you fail to remain in good standing, it is at the discretion of management to determine eligibility of the training program.

Vehicle Maintenance Pathway



Our maintenance department is vital to keeping us running safely. We encourage our mechanics to continue to hone their skills and work toward Automotive Service Excellence (ASE) certifications to take them to mastery levels. Eligibility and expectations for this program are listed below. This is a self-led program. Check with your supervisor or manager for next steps if you are considering this path.

1. Eligible BCRTA Maintenance Employees will be in good standing for 6 months. Good standing includes good attendance and no negative disciplinary action. Any negative discipline will disqualify applicants from this program.
2. You must have a valid Commercial Driver License (CDL) with a passenger endorsement.
3. Certification training and [study guides](#) are provided through Automotive Service Excellence (ASE), www.ase.com.
4. Successful completion of the program will consist of passing the required examinations. Each certification will be evaluated at completion for compensation.
5. Recertification is required every 5 years. Failure to keep your certification valid will result in loss of pay increase. It is the responsibility of the employee to keep recertification records and verification of certification.
6. All exam costs will be the responsibility of the employee but will be reimbursed by BCRTA upon successful completion. Reimbursements are to be submitted to your manager with a valid certificate and receipt. Each individual test can be reimbursed at the time of certification.

Eligible Certifications:

- H1 – Compressed Natural Gas (CNG) Engines (60 Questions)
- H2 – Diesel Engines (60 Questions)
- H3 – Drive Train (50 Questions)
- H4 – Brakes (60 Questions)
- H5 – Suspension & Steering (55 Questions)
- H6 – Electrical/Electronic Systems (60 Questions)
- H7 – Heating Ventilation & Air Conditioning (HVAC) (60 Questions)
- H8 – Preventive Maintenance & Inspection (PMI) (60 Questions)

Operations Supervisor Pathways



Our Operation Supervisors have progression pathways that are achievable and allow for additional growth opportunities. Eligible employees must be in good standing for 6 months. Good standing includes good attendance and no negative disciplinary action. Any negative discipline may disqualify applicants from this program.

Each supervisory level builds on the next, laying a solid foundation for your future. For example, to start your journey to Operations Supervisor I, you must be capable of at least two of the four skillsets required. If you would like to move toward Operations Supervisor II, you must be capable of at least four of the five skillsets required. All self-led training and experience you need to get to each level are available within the Operations Department.

From Operations Supervisor I to Operations Supervisor IV, if you have the drive, we have the road paved for your success. Check with your supervisor or manager for next steps if you are considering this path.

Level /Grade	Capability
Ops Supervisor I Grade 13a Must be capable of 2/4	<ul style="list-style-type: none"> • Dispatch experienced • CSR experienced • Inexperienced, new to road supervisor role. • Ability to obtain or new CDL holder
Ops Supervisor II Grade 13b Must be capable of 4/5	<ul style="list-style-type: none"> • Scheduling & rostering capable with oversight • Dispatch experienced • CSR experienced • Capable of performing all road supervisor and driver responsibilities without guidance • Moderately experienced CDL holder
Ops Supervisor III Grade 14 Must be capable of 5/6	<ul style="list-style-type: none"> • Capably troubleshoots and resolves MDT and AVL technical issues • Scheduling & rostering experienced and capable with limited oversight • Dispatch experienced • CSR experienced • Capable of performing all road supervisor and driver responsibilities without guidance • Moderately experienced CDL holder
Ops Supervisor IV Grade 15	<ul style="list-style-type: none"> • Manages direct reports • Conducts employee reviews • Administers routine discipline

Must be capable of all competencies	<ul style="list-style-type: none"> • Completes PEBO's and interviews • Ensures compliance with External Contracts • Willing and able to work all BCRTA locations • Managerially proficient with limited guidance • Can act in absence of Ops Manager in most circumstances • Capably troubleshoots and resolves MDT and AVL technical issues • Scheduling & rostering experienced and capable with limited oversight • Dispatch experienced • CSR experienced • Capable of performing all road supervisor and driver responsibilities without guidance • Moderately experienced CDL holder
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Administrative and Alternate Pathways

Whether you are on the operational side or the administrative side of BCRTA, pathways are available to get you to your professional destination. We acknowledge experience, education, professional memberships, and training. Below you will find examples of educational opportunities for advancing your skillsets to move forward. Your departmental leadership team, Training Department, and Human Resources can assist in identifying your personal pathway.

If you don't see yourself in these pathways, but have questions about where you may best fit, don't hesitate to reach out to your manager, director, Training Department, or Human Resources. We will work together to find your direction.

Examples of training and membership opportunities:

American Public Transportation Association (APTA)	Apta.com
Society for Human Resource Management (SHRM)	SHRM.org
Community Transportation Association of America (CTAA)	Ctaa.org
Federal Transit Administration (FTA)	Transit.dot.gov/about-fta
National Transit Database (NTD)	Transit.dot.gov/ntd
Miami University – search <i>Microcredentials</i>	Miamiuh.edu
University of Cincinnati – search <i>Micro-credentials</i>	UC.edu

Professional Development Opportunities

BCRTA encourages team members in all disciplines to enhance their education and development through in-house training and courses offered by outside educational institutions.

Non-Accredited Classes & Courses

Work with your leadership and our training department to identify classes and courses that will be beneficial to your pathway.

Accredited Coursework

Your leadership and our training department can help you identify accredited coursework to advance your career.

Conferences and Events

Professional conferences and events are encouraged to expand knowledge and leverage networking opportunities. Your leadership can help you identify worthwhile opportunities.

Memberships

Professional memberships are encouraged to contribute to continued development within your area of expertise.

Tuition Reimbursement

BCRTA offers *tuition reimbursement to our team members to assist with tuition, registration fees, lab fees for courses in approved curriculum. This includes participants of the [Miami University Work+ Program](#) or similar program approved by the Executive Director. Contact Human Resources for assistance with navigating this opportunity.

**BCRTA Policy and Procedure Manual, 6-18 Tuition Reimbursement*

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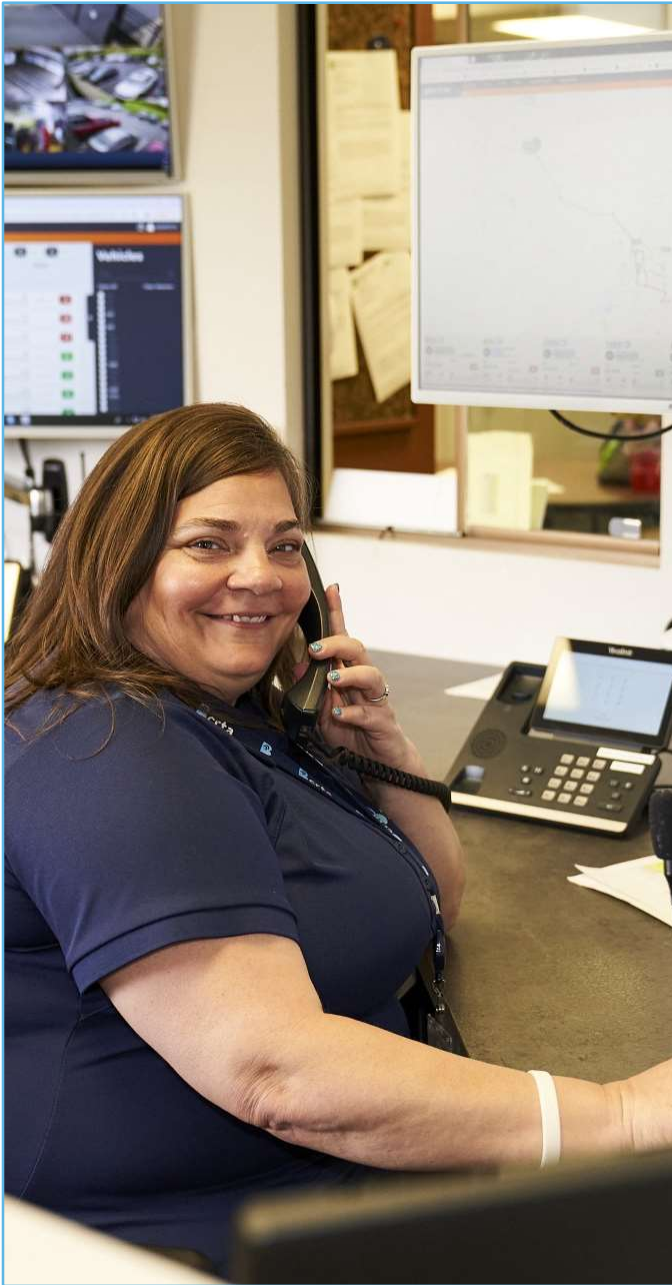
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2. Consideration also includes that all Vehicle Operators must meet on-time performance (OTP) thresholds of 80% for Fixed Route (FR) and 90% for Demand Response (DR) on average during your duration as a Vehicle Operator.
3. Once enrolled in this pathway you must work at minimum one 8-hour shift per week, in addition to your current schedule to complete the necessary training.
4. During this period, you may sign up for additional training shifts but must remain under 56 hours per week.
5. To complete the required training, it will take approximately 15 weeks to complete once enrolled in the program if only work 1 additional 8-hour shift per week.
6. Training must be completed within a maximum of 18 weeks. Once the training starts you must complete the entire program. Failure to complete the training once enrolled will make you ineligible to try again for a one-year period.
7. Successful completion of the program will be conducted by a simulated examination of the competencies learned throughout the training program. A score of 80% or greater is required for course completion. You have three opportunities to pass the

examinations. If you are unable to pass within three attempts, you will be ineligible to continue the program for a 1-year period.

8. Once your training has been completed, you must work at least one 8-hour shift per month in the Operations Support Department to remain in the program and receive additional compensation.
9. If you fail to maintain good standing, it is at the discretion of management to determine the eligibility to continue in the program.

Training & Learning Pathways

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Cadet Trainer Pathway



Cadet Trainers are professional Vehicle Operators that assist the Training department by working with cadet drivers behind the wheel. Cadet drivers are new vehicle operators completing their initial training. This three-hour online training allows you the opportunity to train cadets behind the wheel during your shift. You are an extension of the Training Department, teaching professional standards by example and hands on learning. This is a self-led program that is a great first step into training. The eligibility and conditions of the program are listed below. Check with the Training Department for the next steps if you are considering this path.

1. Eligibility for this program starts with any BCRTA Safety Sensitive Employee that is in good standing for 6 months. Good standing includes good attendance and no negative disciplinary action. A minimum of 80 hours of revenue service within that 6-month period must be completed prior to applying for this program. Any negative discipline will disqualify applicants from this program.
2. Consideration also includes that all Vehicle Operators must meet on-time performance (OTP) thresholds of 80% for Fixed Route (FR) and 90% for Demand Response (DR) on average during your duration as a Vehicle Operator.
3. This is a self-led online training program that takes approximately three hours to complete for certification. Upon completion, Cadet Trainer graduates are required to work at least one shift per month, or as needed by the department.

Dispatch Step-Up Pathway



Dispatch Step-Up employees are professional Vehicle Operators that assist the Operations Support department by working dispatch shifts as needed. This mentor-led training allows you the opportunity to learn how to dispatch effectively and provide excellent customer service by example and hands-on learning. This is a great first step toward the Operations Supervisor I pathway. The eligibility and conditions of the program are listed below. Check with your supervisor or manager for the next steps if you are considering this path.

1. Eligibility for this program starts with any BCRTA Safety Sensitive Employee that is in good standing for 6 months. Good standing includes good attendance and no negative disciplinary action. A minimum of 80 hours of revenue service within that 6-month period must be completed prior to applying for this program. Any negative discipline will disqualify applicants from this program.
2. Consideration also includes that all Vehicle Operators must meet on-time performance (OTP) thresholds of 80% for Fixed Route (FR) and 90% for Demand Response (DR) on average during your duration as a Vehicle Operator.
3. This is an expedited training program, focusing on customer service and dispatch skillsets. Upon completion, Dispatch Step-Up graduates are required to work at least one shift per month, or as needed by the department.

Trainer Pathway



Besides being a Cadet Trainer, Vehicle Operator's have the opportunity to learn the skills needed to take your career to the next level. Our Training Department provides comprehensive training to all cadets to ensure preparedness for their new career at BCRTA. This is a self-led training program to be completed while currently working as a Vehicle Operator. The eligibility and conditions of the program are listed below. Check with our Training Department for the next steps if you are considering this path.

1. Eligibility for this program starts with any BCRTA Safety Sensitive Employee that is in good standing for 6 months. Good standing includes good attendance and no negative disciplinary action. A minimum of 80 hours of revenue service within that 6-month period must be completed prior to applying for this program. Any negative discipline will

disqualify applicants from this program.

2. Consideration also includes that all Vehicle Operators must meet on-time performance (OTP) thresholds of 80% for Fixed Route (FR) and 90% for Demand Response (DR) on average during your duration as a Vehicle Operator.
3. You must have a valid Commercial Driver License (CDL) or have the ability to obtain a CDL with a passenger endorsement. CDL must be obtained within 6 months of accepting the position or when the next CDL training class becomes available.
4. Once enrolled in the progression program, you must work at minimum one 8-hour shift per week, in addition to your current schedule to complete the necessary training.
5. During this period, you may sign up for additional training shifts, but must always remain under 56 hours per week.
6. Operations Trainer training will take approximately 18 weeks to complete once enrolled in the program. Please note that training weeks may vary due to staffing shortages during current training sessions.
7. Training must be completed within a maximum of 20 weeks. Once the training starts you must complete the entire program. Should you fail to complete the training once enrolled you will be ineligible to try again for a 1-year period.
8. Successful completion of the program will consist of examinations and demonstrations of the competencies learned throughout the training program. A score of 80% on the final exam or greater is required for course completion. You have three opportunities to pass the examinations and demonstrations. If you are unable to pass within three attempts, you will be ineligible to continue the program for a 1-year period.
9. Once the training program has been completed, you must work as a Cadet Trainer at least one 8-hour shift per month to remain in the program and receive additional compensation
10. If at any point you fail to remain in good standing, it is at the discretion of management to determine eligibility of the training program.

Vehicle Maintenance Pathway



Our maintenance department is vital to keeping us running safely. We encourage our mechanics to continue to hone their skills and work toward Automotive Service Excellence (ASE) certifications to take them to mastery levels. Eligibility and expectations for this program are listed below. This is a self-led program. Check with your supervisor or manager for next steps if you are considering this path.

1. Eligible BCRTA Maintenance Employees will be in good standing for 6 months. Good standing includes good attendance and no negative disciplinary action. Any negative discipline will disqualify applicants from this program.
2. You must have a valid Commercial Driver License (CDL) with a passenger endorsement.
3. Certification training and [study guides](#) are provided through Automotive Service Excellence (ASE), www.ase.com.
4. Successful completion of the program will consist of passing the required examinations. Each certification will be evaluated at completion for compensation.
5. Recertification is required every 5 years. Failure to keep your certification valid will result in loss of pay increase. It is the responsibility of the employee to keep recertification records and verification of certification.
6. All exam costs will be the responsibility of the employee but will be reimbursed by BCRTA upon successful completion. Reimbursements are to be submitted to your manager with a valid certificate and receipt. Each individual test can be reimbursed at the time of certification.

Eligible Certifications:

- H1 – Compressed Natural Gas (CNG) Engines (60 Questions)
- H2 – Diesel Engines (60 Questions)
- H3 – Drive Train (50 Questions)
- H4 – Brakes (60 Questions)
- H5 – Suspension & Steering (55 Questions)
- H6 – Electrical/Electronic Systems (60 Questions)
- H7 – Heating Ventilation & Air Conditioning (HVAC) (60 Questions)
- H8 – Preventive Maintenance & Inspection (PMI) (60 Questions)

Operations Supervisor Pathways



Our Operation Supervisors have progression pathways that are achievable and allow for additional growth opportunities. Eligible employees must be in good standing for 6 months. Good standing includes good attendance and no negative disciplinary action. Any negative discipline may disqualify applicants from this program.

Each supervisory level builds on the next, laying a solid foundation for your future. For example, to start your journey to Operations Supervisor I, you must be capable of at least two of the four skillsets required. If you would like to move toward Operations Supervisor II, you must be capable of at least four of the five skillsets required. All self-led training and experience you need to get to each level are available within the Operations Department.

From Operations Supervisor I to Operations Supervisor IV, if you have the drive, we have the road paved for your success. Check with your supervisor or manager for next steps if you are considering this path.

Level /Grade	Capability
Ops Supervisor I Grade 13a Must be capable of 2/4	<ul style="list-style-type: none"> • Dispatch experienced • CSR experienced • Inexperienced, new to road supervisor role. • Ability to obtain or new CDL holder
Ops Supervisor II Grade 13b Must be capable of 4/5	<ul style="list-style-type: none"> • Scheduling & rostering capable with oversight • Dispatch experienced • CSR experienced • Capable of performing all road supervisor and driver responsibilities without guidance • Moderately experienced CDL holder
Ops Supervisor III Grade 14 Must be capable of 5/6	<ul style="list-style-type: none"> • Capably troubleshoots and resolves MDT and AVL technical issues • Scheduling & rostering experienced and capable with limited oversight • Dispatch experienced • CSR experienced • Capable of performing all road supervisor and driver responsibilities without guidance • Moderately experienced CDL holder
Ops Supervisor IV Grade 15	<ul style="list-style-type: none"> • Manages direct reports • Conducts employee reviews • Administers routine discipline

Must be capable of all competencies	<ul style="list-style-type: none"> • Completes PEBO's and interviews • Ensures compliance with External Contracts • Willing and able to work all BCRTA locations • Managerially proficient with limited guidance • Can act in absence of Ops Manager in most circumstances • Capably troubleshoots and resolves MDT and AVL technical issues • Scheduling & rostering experienced and capable with limited oversight • Dispatch experienced • CSR experienced • Capable of performing all road supervisor and driver responsibilities without guidance • Moderately experienced CDL holder
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Administrative and Alternate Pathways

Whether you are on the operational side or the administrative side of BCRTA, pathways are available to get you to your professional destination. We acknowledge experience, education, professional memberships, and training. Below you will find examples of educational opportunities for advancing your skillsets to move forward. Your departmental leadership team, Training Department, and Human Resources can assist in identifying your personal pathway.

If you don't see yourself in these pathways, but have questions about where you may best fit, don't hesitate to reach out to your manager, director, Training Department, or Human Resources. We will work together to find your direction.

Examples of training and membership opportunities:

American Public Transportation Association (APTA)	Apta.com
Society for Human Resource Management (SHRM)	SHRM.org
Community Transportation Association of America (CTAA)	Ctaa.org
Federal Transit Administration (FTA)	Transit.dot.gov/about-fta
National Transit Database (NTD)	Transit.dot.gov/ntd
Miami University – search <i>Microcredentials</i>	Miamiuh.edu
University of Cincinnati – search <i>Micro-credentials</i>	UC.edu

Professional Development Opportunities

BCRTA encourages team members in all disciplines to enhance their education and development through in-house training and courses offered by outside educational institutions.

Non-Accredited Classes & Courses

Work with your leadership and our training department to identify classes and courses that will be beneficial to your pathway.

Accredited Coursework

Your leadership and our training department can help you identify accredited coursework to advance your career.

Conferences and Events

Professional conferences and events are encouraged to expand knowledge and leverage networking opportunities. Your leadership can help you identify worthwhile opportunities.

Memberships

Professional memberships are encouraged to contribute to continued development within your area of expertise.

Tuition Reimbursement

BCRTA offers *tuition reimbursement to our team members to assist with tuition, registration fees, lab fees for courses in approved curriculum. This includes participants of the [Miami University Work+ Program](#) or similar program approved by the Executive Director. Contact Human Resources for assistance with navigating this opportunity.

**BCRTA Policy and Procedure Manual, 6-18 Tuition Reimbursement*