



City of Detroit

Transportation District Superintendent (DDOT)

SALARY	\$25.89 - \$33.63 Hourly \$53,854.00 - \$69,941.00 Annually	LOCATION	Michigan, MI
JOB TYPE	Certified-Regular Civil Service	JOB NUMBER	20251351348DDOTf
DEPARTMENT	Dept of Transportation	DIVISION	DDOT Vehicle Operation
OPENING DATE	06/26/2025	BARGAINING UNIT	9000-Non Union Salary Regular Service General

Description

DEPARTMENT OF TRANSPORTATION Transportation District Superintendent

Under general direction, This position is responsible for the operation of a transportation terminal and for service on all transportation lines operating from that terminal.

Examples of Duties

- Supervises the transportation terminal and operation activities in an assigned district.
- Drives or rides over routes.
- Checks with service inspectors and observes loads on transportation equipment.
- Performs counts and studies of the amount of traffic carried on transportation equipment.
- Determines needs for changes in service.
- Prepares requisitions for new or revised schedules.
- Assigns terminal and inspectional personnel and checks their work.
- Ensures that equipment and operating personnel are assigned.
- Handles the more difficult disciplinary measures, checks accident, rule violations, or operation reports to determine proper action.
- Interviews offenders, determines penalties, or prepares charges for the Board of Review.
- Stays abreast of physical condition of routes and mechanical condition of equipment and profitable operation of lines.
- Correspondence in reply to complaints.
- Prepares reports.
- Interprets departmental policies for employees.
- Maintains close check on operating expenses and arranges divisional expenditures so as to remain within budgetary allotments.
- Investigates and reports on accidents.
- Directs the transportation of crowds at special events, such as football or baseball games.
- May perform additional duties as assigned.

Minimum Qualifications

- High school graduation or GED. Successful completion of some college level coursework in business administration or a transportation related field preferred.
- Five (5) years' of experience in a variety of operational supervisory capacities in a large public transportation system.

Equivalent combinations of education and experience may be substituted to meet the education and experience requirements of this position.

Supplemental Information

Licensing and Certifications

- Valid State of Michigan Operator License.
- Candidates considered for placement in this classification may be subject to a criminal Background Investigation based on the requirements of the position.

Evaluation Plan

- Interview: 70%
- Evaluation of Training, Experience & Personal Qualifications: 30%
- Total of Interview and Evaluation T.E.P: 100%

Additional points may be awarded for:

- Veteran Points: 0 – 15 points
- Detroit Residency Credit: 15 points

LRD: 06/18/2025

Knowledge, Skills and Abilities

- Knowledge of urban transportation principles and practices.
- Skill in effective oral and written communication.
- Skill in supervising and directing the work of others.
- Skill in preparing reports.
- Skill in observation.
- Ability to coordinate and prepare schedules and to determine the effect of changes in traffic on schedule requirements.
- Ability to manage and direct terminal activities.
- Ability to use tact in dealing with subordinates, other departmental employees, and the general public.
- Ability to utilize initiative and resourcefulness in handling personnel and operating problems.

Physical Demands

The employee generally engages in light to strenuous physical activity which may include operating machinery, motor vehicles, heavy equipment, and using tools for an extended period of time. The employee is expected to move about and ascend/descend (e.g. stairs, ladders, trees etc.) to accomplish tasks. The employee must be able to lift, push, pull, and carry up to fifty (50) pounds.

Work Environment

Work is performed in indoor and outdoor environments with potential exposure to conditions which may include fumes, extreme heat and cold, wetness, loud noise, dust, inclement weather and hazardous chemicals. Some work requires travel to meetings, conferences, and other work sites with exposure to seasonal weather conditions. Work requires field inspections, investigations and services that involve exposure to seasonal weather conditions, and the operation of auto vehicles.

Employer

City of Detroit

Address

Coleman A. Young Municipal Center
2 Woodward Ave ste 316
Detroit, Michigan, 48226

Website

<http://www.detroitmi.gov/Detroit-Opportunities/Find-A-Job>

Transportation District Superintendent (DDOT) Supplemental Questionnaire

*QUESTION 1

What is the highest level of education you have completed related to building construction or trades work?

- ☐ No high school diploma or GED
- ☐ High school diploma or GED
- ☐ High school trade or vocational program with courses in building construction
- ☐ Associate degree or higher in a related field

*QUESTION 2

This position requires the following minimum qualifications: – Graduation from a high school trade or vocational program with courses in building construction – At least three (3) years of experience in general building maintenance work Please explain how you meet both of these requirements. Be sure to include the name of the program or school you attended, the type of coursework completed, and a brief summary of your relevant maintenance experience.

*QUESTION 3

This position requires familiarity with multiple trades, including carpentry, HVAC, electrical, and masonry. Tell us about a project where you had to apply skills from more than one trade. How did you manage the coordination and

execution?

***QUESTION 4**

Describe a time when you were responsible for leading a team to complete a complex building maintenance project. What was the scope of the work, how did you assign tasks, and what was the outcome?

***QUESTION 5**

Supervisory experience is preferred. Please describe a situation where you provided guidance or oversight to a maintenance team. How did you ensure quality, safety, and timely completion of the work?

* Required Question