

# Tucson's paratransit agency since 1987!



## Operations Coordinator

**OPENING DATE:** June 16, 2026

**CLOSING DATE:** Open until filled

**SALARY:** \$23.43 - 29.28/hr

### QUALIFICATIONS:

High school diploma or equivalent required. A minimum of three (3) years of experience performing related job duties is preferred. This position requires strong proficiency in Microsoft Office applications and Trapeze products. The ideal candidate collaborates effectively with both external clients and internal departments, demonstrates excellent interpersonal skills, and communicates clearly and professionally in both verbal and written formats.

### BRIEF DESCRIPTION:

The purpose of this position is to support the development, implementation, and direction of Operations Department programs by monitoring and assisting fellow supervisors and administrative personnel.

### ESSENTIAL FUNCTIONS:

Monitor Trapeze and Transit Master issues; Post and administer work bid and vacation bid for Coach Operators, monitors manpower status; Prepare a weekly manpower report and seniority list; Prepare Operator schedules; Provide coverage for Dispatcher, Radio Operator, Road Supervisor, and Scheduling Coordinator; Meet with New Coach Operators throughout their training. Prepare promotion and probation letters; Help operators with payroll issues and questions; Track non-revenue vehicles' mileage and repair, using Asset-Works software; Coordinate the in-house communication of schedule change information within the Sun Van departments, customer service representatives, and the Union; Performs additional duties as assigned to support evolving operational needs and ensure consistent, high-quality service delivery

### BENEFITS:

Health care coverage for employees and eligible dependents, vacation, sick leave, paid holidays and a 401k retirement plan.

### TO APPLY:

Applications and/or resumes are accepted at Sun Van, 3401 E. Ajo Way, Tucson AZ, 85713, from 8:00 a.m. to 4:00 p.m. Monday through Friday, or e-mail it to [SunVan\\_HR@tucsonaz.gov](mailto:SunVan_HR@tucsonaz.gov).

*If selected for a position, Sun Van requires a background investigation in all federal, state, county and city justice courts, a pre-employment drug screen and a pre-employment DOT physical. We are an Equal Opportunity/Reasonable Accommodation Employer.*

