

**Toledo Area Regional Transit Authority
Job Description/Posting**

Manager of Transportation

Toledo Area Regional Transit Authority (TARTA) is seeking a result-driven transit / transportation professional, who is prepared to join a dynamic leadership team as we embark on agency-wide transformational change. The desired candidate will be committed to collaborative and inter-departmental leadership, workforce development, goal setting and performance metrics, and streamlined workflow processes; is accustomed to working in a fast-paced environment; and promotes a highly innovative workplace.

Job Summary

Assists with the overall management of activities within the operation of the bus transportation division to ensure that all performance and safety measures are enforced; maintains adherence to TARTA's rules, policies, and procedures in support of the agency's goals and objectives, efficiency of operation, cost effectiveness, and positive management-labor relations.

Duties and Responsibilities

- Manages the assignment of operating and supervisory staff and resources to ensure that service objectives are achieved within budgetary constraints; conducts division shake-ups and bidding procedures
- Assists with developing goals, establishing plans and priorities, and assigning and monitoring work for an operating division
- Assists with monitoring staff compliance with policies, rules, procedures, regulations, practices, and labor agreements; manages the maintenance of employee records and division statistics
- Manages the review and analysis of transit operations and monitors system performance to identify and resolve problems while ensuring efficiency and cost-effectiveness
- Participates in and manages the investigation and resolution of customer complaints
- Provides direction to Bus Operators during accident investigation, schedule and route changes, and emergency situations

- Assists with conducting disciplinary investigations, hearings, and counseling sessions; testifies at unemployment and workers' compensation hearings and court cases
- Supervises the investigation of accidents to minimize recurrence and determine if accidents are chargeable according to labor agreement mandates
- Oversees vehicle services for seasonal and special events, including projecting equipment and staffing demands, scheduling appropriate personnel, and tabulating related statistics when assigned to Vehicle Operations
- Oversees the re-routing of bus lines and detour notices during major road construction projects, civil and tactical emergencies, and other situations affecting street operations; coordinates services with police, fire, road, and flood control agencies when assigned to Vehicle Operations
- Prepares written incident reports, correspondence, bulletins, and standard operating procedures
- Interacts with various departments and outside agencies to coordinate schedules and procedural improvements to ensure quality service
- Works closely with Bus Operators, Transportation Supervisors, and other staff members to support the goal of providing safe, courteous, and reliable transit service
- Creates monthly and daily instructor schedules and manages training resources
- Supervises, trains, mentors, and motivates assigned staff
- Communicates and implements safety rules, policies, and procedures in support of the agency's safety vision and goals; and maintains accountability for the safety performance of all assigned employees
- Must comply with all Occupational Safety and Health Administration (OSHA) regulations and utilize approved safety equipment and personal protective gear including, but not limited to, respirators, eye, and hearing protective devices (HPD), when required
- Contributes to ensuring that the Equal Employment Opportunity (EEO) policies and programs of TARTA are enforced

May be required to perform other related job duties

Essential Knowledge, Skills and Abilities

Knowledge of (defined as a learned body of information that is required for and applied in the performance of job tasks)

- Theories, principles, and practices of public bus transit operations
- Applicable local, state, and federal law, rules, and regulations governing public transit
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- TARTA transit operations, including lines, routes, fares, policies, and procedures
- Safety procedures
- Labor contracts
- Modern management theory
- Applicable business software applications

Skill in (defined as the proficient manual, verbal, or mental utilization of data, people, or things)

- Planning, organizing, and monitoring the work of a transportation operations division
- Developing strategies to solve problems and achieve goals
- Analyzing situations, identifying problems, recommending and implementing solutions, and evaluating outcomes
- Communicating effectively orally and in writing
- Preparing comprehensive reports and correspondence
- Interacting professionally with various levels of TARTA personnel, outside agencies and the community
- Supervising, training, mentoring, and motivating assigned staff

Ability to (defined as a present competence to perform an observable behavior or produce an observable result)

- Compile, analyze, and interpret complex data
- Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor agreements
- Plan financial and staffing needs
- Read, write, speak, and understand English

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. Additional experience, as outlined below, may be recognized for required education on a two-for-one year basis. A typical combination includes:

Education

- Bachelor's Degree in Business, Public Administration, or a related field; Master's Degree in a related field preferred

Experience

- Six years of relevant experience or three years of relevant supervisory-level experience working as a full-time public transit supervisor and/or manager in transportation operations; various positions in this class may require specialized experience in area of assignment

Certifications/Licenses/Special Requirements

- Must possess a valid Ohio CDL or the ability to utilize an alternative method of transportation when needed accomplish job-related essential functions
- 24 hours on-call, weekend/holiday work required when necessary

- Positions in this job classification are considered safety-sensitive and subject to drug and alcohol testing, including random testing, under Federal Transit Administration (FTA) regulations

Special Conditions

The physical demands described are representative of those that must be satisfied by the employee to successfully perform the essential functions of this job. TARTA provides reasonable accommodation to enable individuals with disabilities to perform the essential functions.

Working Conditions

- Typical office situation
- Close exposure to computer monitors and video screen

Physical Effort Required

- Sitting at a desk or table
- Operate a telephone or other telecommunications device and communicate through the medium
- Type and use a keyboard and mouse to perform necessary computer-based functions
- Communicating through speech in the English language required
- **EEO (Equal Employment Opportunity) Statement:** Toledo Area Regional Transit Authority (TARTA) is an Equal Employment Opportunity employer. TARTA does not discriminate against any applicant or employee on the basis of race, color, sex, religion, national origin, age, disability, or any other consideration made unlawful by applicable federal, state or local laws.
- **Please submit a cover letter and resume to: careers@tarta.com. The first review of applications and resumes is slated for Monday, September 26, 2022. This position will close on Monday, October 3, 2022.**

