



POSITION: TRANSPORTATION MANAGER  
DIVISION: TRANSPORTATION  
REPORTS TO: DIRECTOR OF TRANSPORTATION  
SALARY RANGE: \$45,000-\$50,000/YR  
EXEMPT

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**SUMMARY:** The primary duties of the Transportation Manager is to support the Transportation Director with adhering to rules, regulations and policies of Federal, State and Agency guidelines, creating reports and documentations and providing safety/training support to the department. The Transportation Manager will also supervise ADA services and Dispatch areas within the organization and act as Director of Transportation in their absence.

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### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Act as First-Line Manager of Transportation Department; specifically Dispatch and Paratransit/ADA services
- Take primary responsibility for contract compliance monitoring within the operations division
- Develop and coordinate planning, training and safety programs
- Responsible for monitoring and collaborating with Transportation and Maintenance Director to gauge staffing levels and cost-reduction
- Assist the DOT with daily administrative work flow processes to ensure information and materials are distributed in a timely manner
- Assist the DOT by compiling data and creating, monitoring and distribution of daily and monthly reports
- Assists with monitoring/maintaining union employee credentials, submitting reminders for renewals
- Compiles and forwards all accident, incident, discipline and other personal employee documents to Human Resource for proper retention
- Schedules appointments, meetings and other daily, weekly or monthly engagements that impact the operations of the DOT and the Operations Department or personnel
- Develop, monitor and maintain a comprehensive record retention filing system
- Monitor and track employee's attendance (sick, vacation, holidays, etc.) to ensure accurate and timely payroll reports are forward to payroll for processing).
- Collaborate with internal and external stakeholders to continuously evaluate operational needs

### **MINIMUM QUALIFICATIONS:**

- Must have an Bachelor's degree or higher with 2-3 years' experience in a transit industry
- Must have a minimum of 3 years' experience in a management role
- Must have strong computer skills (Word, Excel, Outlook, PowerPoint)
- Must be able to speak, read and write in English
- Must possess good oral and written communication skills
- Knowledge of and ability to coordinate a Safety and Training Program
- OSHA Certified preferred but not required