



JOB POSTING

Job Title	Transportation Manager
Reports To	Director of Transportation
Post Opening	Monday, March 27, 2023
Closing Date	Sunday March 30, 2023

Job Purpose

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. The Transportation Manager will provide supervision to ADA services and Dispatch area.

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 a Bachelor's degree or higher with 2-3 years' experience in a transit industry

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- 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

Working Conditions

The work environment characteristics described here are representatives of those an employee encounters while performing the essential duties of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions, fumes or airborne particles, and risk of electrical shock. The noise level in the work environment is usually moderate.

Physical Requirements

The physical demands of this position are representatives of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; each with hands; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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