



**CITY OF MANITOWOC**  
WISCONSIN, USA  
*www.manitowoc.org*



**TO:** Personnel Committee

**FROM:** Kara Ottum, Transit Division Manager

**RE:** Team Lead Job Description

The 2017-2021 Maritime Metro Transit Development Program (TDP) was prepared in December 2016 by the Bay-Lake Regional Planning Commission. Within this 5-year plan it was recommended that MMT always have a Supervisor on duty. Due to budgetary constraints this has not been possible; our solution to this WISDOT recommendation is to elevate a full-time transit driver to a team lead position. This position is currently funded in the budget and is reimbursed at 50% by the state.

The complete job description is attached, but the position purpose is stated below:

The Transit Team Leader's primary responsibility is that of a driver; to fill provide safe, efficient, and effective transportation to the general public in an accommodating and pleasant manner. As the Team Leader, this individual will be the key contact and "go-to" person on second shift, providing guidance and direction to the other drivers through the end of the shift. They will keep their teammates on task and be sure they are following proper policies and procedures. The Transit Driver engages in the operation of a motor coach along predetermined, time sensitive routes to provide mobility to patrons within the service district. All drivers are required to possess a valid Commercial Driver's License with proper endorsements. Drivers are responsible for performing all duties in a professional manner, and projecting and maintaining an impeccable public image. Employees are also accountable for performing minor routine maintenance, recording and reporting ridership, maintaining on-board discipline, verifying fares, and cleaning activities as required.