

Job Description

Human Resource Use Only
Position Number: Step/Grade: M Effective Date:

POSITION IDENTIFICATION

Position Title: Transit Division Manager
Division: Department of Public Infrastructure
Status: Full Time Exempt
Normal Workweek: Monday – Friday; subject to call-in

SUPERVISORY RELATIONSHIPS

Reports to: Director of Public Infrastructure
Directly Supervises: Transit Operations Supervisor, Mobility Manager, Transit Drivers, Transit Clerk, Custodian

POSITION PURPOSE

The Transit Division Manager is a multi-faceted position that oversees several diverse operations of the City. The position plans, budgets, organizes, and directs these functions to maximize efficiencies. The position ensures continued safe and cost-effective Transit System operation.

ESSENTIAL DUTIES

- Exercises immediate supervision over Transit Drivers, Transit Operations Supervisor, Mobility Manager, and Clerical staff
- Prepares annual budgets for the Maritime Metro Transit System, Prepares State and Federal Transit reports quarterly
- Responds to Transit emergencies and effectively remedies the situations
- Prepares annual applications for operating and capital assistance from State and Federal government
- Establishes and reviews policies and procedures to ensure compliance with federal and state regulations
- Issues verbal and written warnings
- Plans, coordinates, and evaluates department operations
- Participates in interview and screening process during hiring and promotion
- Responsible for training newly hired staff
- Leads management team proposal preparation for collective bargaining for transit operations
- Approves schedule changes and directs call-ins when needed
- Appraises and evaluates the performance of employees and programs and submits recommendations
- Seeks collaboration with other departments and organizations to design and promote enhanced transit services
- Represents the department at various governmental, public and private meetings such as city council meetings

- Purchases and submit reimbursements for capital equipment in accordance with State and Federal Law
- Coordinate Transit FTA Drug and Alcohol Testing program
- Collects and prepare daily deposits of fare box revenue
- Vehicle accident investigator and record keeper
- Handles department related grievances, discipline, and discharge
- Prepare RFP's and third party provider contracts for paratransit services
- Oversee paratransit certification process and audit procedures of paratransit services
- Responsible for establishing and maintaining safe working conditions and practices in compliance with all applicable safety laws and regulations, and for providing the required safety training and testing for employees in conjunction with those laws and regulations
- Prepare or supervise public relations, media advertising, and marketing projects/promotional events
- Maintains training levels per CVMIC recommendations and all safety checks required by CVMIC.

OTHER DUTIES

- General office duties-filing, answers telephone, etc.
- Reviews time clock records and approves vacation time and usage
- Enforces general city policies
- Disburses funds from the proper budgets using payment voucher system
- Performs other duties as assigned.

MINIMUM POSITION QUALIFICATIONS

Education: Bachelor's Degree in business administration is preferred along with certificates in transportation management. Consideration will be given to candidates possessing the experience and training which provides the required knowledge, skills and abilities, as determined by the employer.

Experience: 3 - 5 years as a Transit Manager

Certifications/Licenses: Must possess a valid Wisconsin Driver's license, CDL preferred, Certified Transit Manager preferred

KNOWLEDGE, SKILLS, & ABILITIES

Must understand multi-faceted funding sources for a Mass Transit System; must understand and apply ADA guidelines to the Transit System; must be dependable and thorough in the execution of duties; must be well organized to carry out multiple duties simultaneously during complex situations; executive capacity for decision making and implementation of policy; This position must also possess experience in the use of computer operating systems and programs such as Windows and Microsoft Word and Excel or similar software; must possess excellent interpersonal and public relations skills; ability to communicate information in a concise and understandable manner, both verbally and written; able to read and assimilate technical information from manuals, reports, and correspondence, as well as the Wisconsin State Statutes, Administrative Code, and Federal Register; ability to prepare and present information to groups, legislative

committees, and the media.

BACKGROUND CHECK

Condition of employment

PHYSICAL DEMANDS

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

- Manual Dexterity:** Work requires standing, sitting, walking, stooping, climbing, reaching, and grasping.
- Physical Effort:** The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds.
- Working Conditions:** While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts and risk of electrical shock. The noise level in the work environment is usually moderate. Applicant must be available for work Saturdays, Sundays, holidays and evenings as required.
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This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.