

# Job Description

## Human Resource Use Only

Position Number:

Step/Grade

Effective Date: 03/2014

## POSITION IDENTIFICATION

**Position Title:** Transit ~~/Buildings and Grounds~~ 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, ~~Building Custodians, Maintenance Engineers, Seasonal Employees~~

## POSITION PURPOSE

The Transit ~~/Buildings and Grounds Team Division Manager Leader~~ 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 ~~and ensures effective physical plant and grounds maintenance of City-owned buildings.~~

## ESSENTIAL DUTIES

- Exercises immediate supervision over Transit Drivers, Transit Operations Supervisor, Mobility Manager, ~~Maintenance, Custodial, and~~ Clerical ~~and seasonal~~ staff
- ~~Prepares annual budgets for the Maritime Metro Transit System, and facilities of City Hall, Police Department, Rahr-West Art Museum, Senior Center, Aquatic Center, and Citizens Park Recreation Center~~
- ~~Directs building maintenance, repair and custodial care of City Hall, Police Department, Fire Stations, Rahr-West Art Museum, Senior Center, Aquatic Center, and Armory~~
- ~~Prepares five year Capital Improvement plans and budget carry-overs for the above budgets~~
- Prepares State and Federal Transit reports quarterly
- ~~Establishes Preventative Maintenance Programs~~
- Responds to Transit ~~and Building related~~ 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
- This position serves as the primary Project Manager for all projects related to City Buildings and Facilities
- 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
- ~~➤ Conducts frequent safety inspections of buildings and grounds for hazardous conditions~~
- ~~➤ Determines possible energy savings for buildings and implements programs to save energy~~
- 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
- ~~➤ Observes mechanical devices in operation and determines remedies~~
- Serves as a member of the ~~Planning Commission~~, Board of Ethics, Safety Committee, Handicapped Appeal Commission and various other Committees as appointed by the Mayor/Common Council
- ~~➤ Performs as Building Consultant to the City on new construction, remodeling and code-related items~~
- 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
- ~~➤ Assumes Duties of Commercial/Residential Building Inspector as needs arise~~
- ~~➤ Serves as Business Process Improvement team leader for all departments in accordance with strategic planning initiatives related to the city reorganization~~
- Serves as the Departmental Safety Coordinator
- Responsible for Department safety programs in accordance with Federal, State, and Local mandated guidelines and regulations and performs in field safety checks with crews for the Division.
- Maintains training levels per CVMIC recommendations and all safety checks required by CVMIC.
- Coordinates RFP preparations for Department purchases and projects.
- Develops team building initiatives to promote streamlined business processes and improve working relationships among staff.
- Collaborate with Engineering Division on Department special projects.

## 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

<b>Education:</b>	<u>Bachelor's Degree in business administration is preferred along with certificates in transportation management. High School Graduation or Consideration will be given to candidates possessing the experience and training which provides the required knowledge, skills and abilities, as determined by the employer. equivalent ideally supplemented by College level courses directly applicable to Transit or Building Maintenance fields or a combination of formal training, specific courses, or education along with considerable experience that provides the required knowledge, skills and abilities for the position as determined by Management.</u>
<b>Experience:</b>	3 - 5 years as a Transit Manager <del>3 - 5 years as a Facilities Manager</del>
<b>Certifications/Licenses:</b>	Must be certified as a boiler operator Must possess a valid Wisconsin Driver's license <del>Must possess valid Wisconsin Commercial Building Inspector, Uniform Dwelling Construction, Plumbing, Electrical, and HVAC Inspector Credentials;</del> Certified Pool Operator preferred Certified Transit Manager preferred

## KNOWLEDGE, SKILLS, & ABILITIES

~~Comprehensive knowledge of the approved methods and materials used in building construction and allied mechanical, electrical, HVAC, and structural work; M~~must understand multi-faceted funding sources for a Mass Transit System; must understand and apply ADA guidelines to the Transit System ~~and City Facilities~~; 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; ability to apply concepts such as fractions, percentages, area, circumference, volume, power, amperage, voltage, resistance, and pneumatic pressure ratios to practical situations; ability to apply concepts of basic algebra and geometry; ability to interpret graphs and formulas; 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 CHECKS - 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, and occasionally lift and/or move up to 100 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 employee is occasionally exposed to high, precarious places; fumes or airborne particles; toxic or caustic chemicals; and extreme temperatures. The noise level in the work environment is usually moderate. Applicant must be available for work Saturdays, Sundays, holidays and evenings as required.
- 

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.

O:\wpdocs2\Job Descriptions\NEW Job Descriptions Approved by CC 2013-2014\Dept of Infrastructure\Draft Transit - Buildings and Grounds Team Leader 4.2013.doc