

**SPOKANE TRANSIT**  
**POSITION DESCRIPTION**

**for**

**TRANSPORTATION MANAGER – FIXED ROUTE**

**NATURE OF WORK**

Plans, directs, coordinates and manages the Fixed Route transportation functions of the Agency; assists and coordinates major capital purchases of vehicles and equipment; supervises and evaluates the performance of departmental personnel; and is responsible for assisting the Director of Operations in the administration and management of all activities and work flow of the transportation departments. Work is performed with considerable independence and requires incumbent to plan, arrange and prioritize own work and apply independent judgment in determining proper actions to ensure that established standards, policies, laws, codes and regulations are adhered to. This position requires effective and cooperative working relationships with other departments, transit officials, public agencies, vendors, suppliers and others. Work requires the ability to resolve conflicts and deal effectively throughout the organization to assure that efforts are properly directed toward achieving common Agency goals.

The Fixed Route Transportation Manager is expected to maintain a professional demeanor commensurate with the level of the position and which serves as an example to his/her subordinates and co-workers. This person should have a comprehensive knowledge of public transit operations, transportation scheduling, accessibility, transit planning, and administrative practices and methods.

**SUPERVISION**

This position reports to the Director of Operations and work is reviewed for evaluation of professional judgment, compliance with Agency policies and achievement of results consistent with established objectives.

**ESSENTIAL FUNCTIONS**

Provides leadership and direction to the Fixed Route Transportation personnel and is responsible for the efficient and effective transportation operations. This includes responsibility for the continuity and operation of the department and for supervising, instructing, directing, scheduling, and training of staff.

### **Example of Duties**

Plans, organizes, coordinates, and manages activities and functions of the Fixed Route Transportation Department.

Coordinates the planning and implementation of transportation services with appropriate internal departments and coordinates with outside agencies to provide necessary transportation services to the community.

Communicates with Agency administrators and personnel, union representatives, transit officials, vendors, suppliers and others to exchange information and resolve issues related to the Fixed Route transportation functions..

Assures departmental conformance to the Agency's missions, goals and objectives; develops an annual department work plan and strategies to achieve stated goals. Particular focus on operating efficiency, safety and customer service.

Prepares and develops annual department budget; monitors and approves expenditures in accordance with Agency policies and principles of sound fiscal management.

Directs the preparation of transportation records, reports, statistics and other materials for Agency use and for local, State, and federal agencies as requires.

Attends, chairs and/or conducts a variety of meetings within the Agency including those involving litigation, grievances and arbitration.

Supervises and evaluates the performance of departmental personnel; selects, orients and counsels employees; trains management staff; disciplines and terminates personnel as appropriate.

Supervises and evaluates the performance of departmental personnel (Fixed Route Assistant Manager, Fixed Route Scheduling Analyst, Fixed Route Transportation Supervisors and administrative staff.

Administrative control is exercised over a large number of employees through subordinate managers and supervisors.

Must be able to maintain a current CDL and perform the safety sensitive functions of the position

## MINIMUM REQUIREMENTS

**Training and Experience:** Bachelor's degree or equivalent and specialized or technical training which may be obtained in vocational courses or on-the-job experience. Seven years of progressively more responsible experience directly related to transit operations including at least three years experience in a supervisor capacity.

**License:** Must possess a valid driver's license from the state of residence, maintain a driving record free of violations and be capable of obtaining, within a specified period, the required Commercial Driver's license.

**Physical Capabilities:** The physical activity of the position requires the ability to sit, stand, walk, squat, stoop, waist bend, kneel, balance, twist, talk, grasp and finger.

The sensory requirements of the position include visual acuity to determine color, depth and field of vision; and the ability to receive detailed information through oral communication and to make discriminations in sound.

The physical requirements of this position require the ability to exert up to 50 pounds of force occasionally and/or up to 10 pounds of force frequently and a negligible amount of force constantly to move objects.

Incumbent is subject to inside and outside environmental conditions, noise, dust, fumes, hazardous materials and vibration.

**Computer Skills:** Experience within the Microsoft environment. Experience with transit software applications and management tools, especially Trapeze, is preferred.

## SELECTION FACTORS

Considerable knowledge of modern practices, methods and procedures involved in management of a public transit system, including State and federal laws pertaining to public transportation as well as Agency policies, procedures and practices.

Knowledge of practices, procedures and techniques of transit planning, fixed route scheduling, transit/transportation accessibility requirements and solutions, and personnel administration.

Management and supervisory skills including the ability to communicate effectively both orally and in writing; establish and maintain effective and cooperative working relationship with others.

Ability to make independent decisions, assume responsibility, and plan, organize, direct, develop and evaluate the activities, functions and personnel.

**WAGE**

Salary as provided for in the Spokane Transit Salary and Compensation Plan.

**EEO**

Spokane Transit is an equal opportunity employer.