

CITY OF PULLMAN, WASHINGTON

CLASS SPECIFICATION

TRANSIT MANAGER

4203

GENERAL PURPOSE:

Plans, organizes, directs, controls and manages the City's public transit division.

CLASSIFICATION SUMMARY:

The Transit Manager manages the operation, maintenance, and promotion of the transit division in order to provide efficient, accessible, and safe bus and van transport services to City residents and Washington State University students. The incumbent conducts long and short-range planning for the Division. The Transit Manager supervises all employees of the Transit Division. Work is performed under limited direction of the Public Works Director.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

Plans, organizes, directs, and oversees the administrative and operational functions of the transit division; formulates policies, establishes objectives and assures implementation for the City's transit system; determines services levels for the Division and presents recommendations to the City Council. Prepares the annual budget and other financial documents; determines and recommends operational and capital expenditures; and implements and administers the approved budget; develops long-range plans and programs for the transit division; evaluates capital needs and recommends vehicle and facility replacement.

Directs the administration functions of the transit division, including fiscal management; safety; staffing; personnel policy interpretation and implementation; facility maintenance; and purchasing. Develops, implements and enforces rules and regulations for the transit division. Supervises all transit employees; monitors subordinate supervisors responsible for staff selection, duty assignments, performance evaluations, and discipline; directs enforcement of safety policies and procedures to protect employees and passengers as well as property and equipment; investigates accidents involving personnel, equipment, or property and initiates appropriate remedial or preventive action; and ensures compliance with drug and alcohol testing requirements; ensures compliance with City personnel policies and procedures and provisions of the union contract.

Serves as the City's representative and represents the transit system before local, state, and federal agencies or other public groups; providing information and consultation to the City Council in matters pertaining to the programs and services of the system. Serves as the City's representative to the Washington State Transit Association, state legislative committees and special interest groups.

Interprets federal and state legislation and regulations pertinent to the operation and administration of the system.

Prepares grant applications for federal, state, and local funds and administers grants received per funding requirements. Reviews and approves all purchase orders, vouchers, etc., prior to processing for payment; directs the development of public information materials, and ensures they are distributed appropriately.

Transports individuals to collection sites for drug and/or alcohol testing during and after normal business hours.

Collects cash receipts from fare boxes or sales outlets.

Establishes all service standards and general performance standards for the system; assumes responsibility for supervising the operation, maintenance, and promotion of the transit system in order to provide a safe, efficient, and accessible transportation system; develops equipment specifications for buses and vans; determines the quantity and type and recommends purchase of same; Processes passenger complaints and initiates corrective action designed to improve customer relations and service. This is a "hands-on" position. As such, the incumbent is expected to perform many of the tasks assigned to subordinate personnel on an "as needed" basis.

Attends work on a regular and dependable basis.

Interacts in a professional and respectful manner with city staff and the public.

OTHER JOB FUNCTIONS:

Performs other tasks as assigned.

SELECTION FACTORS:

(Applicants should describe their previous experience and training for each of the following selection factors. These factors will be the basis for selecting the most qualified applicants to be interviewed. Candidates selected for employment must satisfactorily demonstrate possession of these factors during a prescribed probationary period, and afterwards, for continued employment.)

Knowledge of:

- Current principles and practices in public transit system operations and administration including marketing techniques, transit equipment, staffing, development of transit routes and service levels, and utilization of various funding sources to increase transit system effectiveness;
- Cost accounting and record keeping practices;
- Federal and state laws and regulations pertaining to the operation of a public transit system;
- Public personnel practices and principles including labor relations;
- Microcomputer applications and use.

Ability to:

- Effectively schedule, assign, direct, and evaluate the work of all transit employees;
- Understand and interpret union contracts and effectively manage personnel within contractual confines;
- Gather and analyze facts and report information for application, to or for compliance with state/federal grants;
- Present ideas and recommendations effectively in oral and written communications;
- Establish and maintain effective working relationships with departmental officials, community groups, employees and their representatives, and the public;
- Work varying hours (early morning, late evening, weekends, and holidays);
- Acquire and maintain a valid CDL, Class B, with Passenger Endorsement, and NO Airbrake Restriction;
- Physically perform the essential functions of the job.

MINIMUM QUALIFICATIONS:

(Persons applying for a position of this class should have any combination of the following experience and training.)

Bachelor's Degree in Public Transportation, Public Administration, Business Administration or related field is preferred. Seven years of progressively responsible experience in the areas of public transportation, labor relations, budget preparation and administration, grant writing, marketing, and public relations. Five years of supervisory experience, preferably in a union environment. Ability to analyze, interpret, and implement appropriate federal/state DOT and OSHA regulations required. CDL, Class B with Passenger Endorsement and NO Airbrake Restriction preferred.

TOOLS AND EQUIPMENT USED:

(For a detailed list of tools and equipment used, please refer to a current position description.)

35' transit bus, wheelchair accessible vans, cars, personal computer, phone, two-way radio, copy machine, fax machine; coin counting and sorting machine.

WORK ENVIRONMENT:

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Work is performed primarily in an office environment while sitting at a desk or computer terminal or . However, while performing the duties of this job, the employee may occasionally work in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, snow and icy conditions, hot and dry conditions, and toxic or caustic chemicals. The employee must occasionally lift and/or move up to 50 pounds.

This is a safety-sensitive position and is subject to random drug and alcohol testing as a condition of employment.

The noise level in the work environment is usually quiet while in the office, or moderately loud when in the field.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

FLSA Classification: Exempt

Adopted: 10/96

Revised: 6/99, 12/01