

<b>CITY OF CEDAR RAPIDS POSITION PROFILE</b>	<b>JOB CODE #/TITLE:</b> NB310 Transit Operations Manager
<b>POSITION #/TITLE:</b> 2261 Transit Operations Manager	<b>Adopted:</b> 04-02
	<b>Revised:</b> 03-16

<b>POSITION DESCRIPTION</b>
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<b>Dept /Division:</b> City Manager	<b>Manager Level:</b> Manager
<b>Salary Plan/Description:</b> NBU/Non-Bargaining Unit	<b>Salary Grade:</b> 17
<b>Reports To Position #/Job Code #/JC Title:</b> 2481/NB391/Assistant City Manager – Development Services	<b>Dotted-line Reports To Position #/Job Code #/JC Title:</b>
<b>FLSA Status:</b> Exempt	<b>City Overtime Status (Employee Type):</b> Exempt (Salaried)
<b>Physical Demand Rating:</b> Medium	<b>Work Environment:</b> Controlled
<b>Pre-employment Testing:</b> Drug and health screening after contingent offer.	<b>Position Testing:</b> Job fit assessment
<b>Personal Protective Equipment:</b> None	

<b>General Statement of Duties</b>
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Plans, organizes and manages the Transit Division.

<b>Distinguishing Features of the Class</b>
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Considerable leeway is granted for the exercise of independent judgment and initiative.

<b>Examples of Essential Work (Illustrative Only)</b>
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Plans, organizes and manages the operations of the Transit Division, including managing employment, training, and evaluation processes for transit drivers, information clerks, maintenance staff, supervisory staff and security;

Assists with union contract negotiations and contract administration;

Establishes and monitors safety standards for transit operations, including inspections and matters with various governmental and insuring agencies including law enforcement agencies; forecasts department safety trends;

Serves as the department coordinator for monitoring compliance with Federal, State and local drug and alcohol laws, regulations, and policies;

Negotiating tenant leases at the GTC and confers with tenants regarding lease terms and building operation concerns;

Plans, implements and monitors transit service changes and presents service changes to the City Council for public hearings;

Responds to complaints from public regarding drivers and/or transit service;

Assists the Fleet Services Department in planning the maintenance budget and resolving operational problems in the garage;

Resolves public and tenant complaints concerning bus fumes, noise, etc.;

Supervises fiscal control and reporting functions of the transit system, including budget planning and programming, grant activities, internal audits, fixed asset and property accounting, ridership and route performance;

In cooperation with the Fleet Services Department, develops vehicle specifications, recommends and coordinates major vehicle and equipment procurement;  
 Prepares operating and capital grants; provides supporting justification; communicates with grant administrators;  
 Serves as project manager for the Transit Division, completes research projects including economic studies and business climate surveys;  
 Reviews new or amended laws relating to transit management and recommends policy development and modification;  
 Participates in computer systems management, including Global Positioning System, scheduling and run cutting system, and business and climatic control applications; approves systems development;  
 Prepares business and administrative management correspondence and reports;  
 Participates in development of public relations programs and activities, including marketing, promotions and citizen complaints;  
 Serves as the Transit Division representative on most personnel and legal matters;  
 Performs all work duties and activities in accordance with City policies, procedures and safety practices;  
 Conducts timely performance reviews and monitors performance and staffing needs;  
 Attends work regularly at the designated place and time;  
 Supports continuous process improvement initiatives;  
 Performs related work as required.

<b>Required Knowledge and Abilities</b>
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Mature knowledge of the principles and practices of accounting, budgeting, purchasing and general business administration;  
 In-depth knowledge of economic principles and trends as applied to transportation management;  
 Mature knowledge of transportation management principles and practices in order to administer and update them;  
 Knowledge of grants writing and administration;  
 Knowledge in research techniques in order to conduct research projects;  
 Knowledge of labor relations principles and practices in order to assist with union contract negotiations and contract administration;  
 General knowledge of bus mechanical maintenance and related maintenance methods and techniques;  
 Ability to use personal computers to perform complex business analyses and related reporting;  
 Ability to supervise employees in order to ensure the quality and efficiency of work, the understanding of responsibilities and the resolution of their questions;  
 Ability to communicate both orally and in writing in order to assist in supervising and directing divisions of the transit functions, write technical reports and make presentations;  
 Ability to manage the transit operations, including daily activities of subordinate employees;  
 Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;  
 Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;  
 Ingenuity and inventiveness in the performance of assigned tasks.

<b>Acceptable Experience and Training</b>
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Graduation from an accredited college or university with a Bachelor's Degree in public transportation, business administration or a closely related field; and  
 Considerable experience in transportation management including supervisory responsibilities; or  
 Any equivalent combination of experience & training which provides the knowledge & abilities necessary to perform the work.

### **Required Special Qualifications**

Valid Iowa Commercial Driver's License (Class B) with passenger and airbrake endorsements and valid Medical Examiners Certificate.

### **Essential Physical Abilities**

Requires the following with or without reasonable accommodation:

Clarity of speech & hearing which permits the employee to communicate effectively;

Sufficient vision which permits the employee to review a wide variety of written correspondence, reports and related material in both electronic and hardcopy form;

Sufficient manual dexterity, which permits the employee to operate a keyboard and produce hand-written material & notations;

Sufficient personal mobility, which permits the employee to function in a general office environment.