

TRANSIT OPERATIONS MANAGER

DEFINITION

The occupant of this classification is in the classified service. This management position is responsible for the daily transit operations for the City's Transportation Department which provides daily transit service for the City of Culver City and surrounding communities.

SUPERVISION RECEIVED AND EXERCISED

This position reports to the Transportation Director. Responsibilities include supervision of Training and Safety Instructor, Dispatcher, Route Supervisors and Bus Operators.

ESSENTIAL JOB DUTIES

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Supervises Training and Safety Instructor, Dispatcher, Route Supervisors and Bus Operators in the performance of their duties, including evaluations and selections.
2. Audits and plans schedules, routes and the use of buses; performs run-cutting; assigns drivers to scheduled runs.
3. Participates in the selections, orientation, training, and evaluations of Bus Operators.
4. Responsible for administering all rules, regulations, policies and procedures of the Division, as well as applicable local, State or Federal regulations.
5. Dispatches buses to drivers during break-downs on scheduled runs; assists in determining which buses should be sent to the garage for other than routine maintenance work; inspects buses as to proper working conditions.
6. Supervises transit related record-keeping and prepares reports; may assist in compiling data for grant proposals, annual operating budget, and makes recommendations to Transportation Director.
7. Develops and administers accident and safety programs and training for Bus Operators and Route Supervisors.
8. Monitors ridership to meet the needs of the public and to effectively utilize Bus Operators.
9. May requisition, store, and distribute office and driver supplies.
10. Represents City to public and other agencies, including addressing commissions, boards or City Council when necessary.

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- Motor vehicle laws and ordinances; local, State and Federal regulations applicable to public transportation
- Safe driving practices, particularly as it pertains to public transportation
- Operational structure and needs of a public transportation department
- Principles of supervision and training
- Arithmetic and recordkeeping, scheduling, and office management practices

Skill and Ability to:

- Prepare and maintain schedules, tables and detailed records
- Supervise, train and review work of personnel
- Handle public complaints and problems tactfully and effectively
- Plan and keep cost records
- Study and plan departmental and operating improvements
- Understand and follow oral and written instructions
- Perform simple arithmetic calculations

LICENSE AND CERTIFICATE

Possession of a valid California Class C driver's license

TRAINING AND EXPERIENCE

Any combination equivalent to training and experience that could likely provide the required knowledge, abilities, and skills would be qualifying. A typical way to obtain the knowledge, abilities and skills would be: a Bachelor's degree in public transportation or related field, and five years of professional experience in the transit operations, including at least two years in a supervisory capacity.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Require vision (which may be corrected) to read small print.
- Require the mobility to stand, stoop, reach and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Is subject to office and outside environmental conditions.