



**CITY OF CULVER CITY**  
invites applications for the position of:

## **Transit Operations Manager (Promotional)**

An Equal Opportunity Employer

---

<b>SALARY:</b>	\$10,792.32 - \$13,173.12 Monthly \$129,507.82 - \$158,077.40 Annually
<b>DEPARTMENT:</b>	Transportation
<b>DIVISION:</b>	Transit Operations
<b>OPENING DATE:</b>	09/07/2023
<b>CLOSING DATE:</b>	09/21/2023 05:00 PM

### **THE CITY:**

Culver City is a Charter City incorporated in 1917, and is a destination filled with outdoor cafes, unique shops and galleries opening onto pedestrian-friendly boulevards. Culver City has a dedicated staff of approximately 700+ employees. The City provides a full range of municipal services including Fire, Police, Community Development, Public Works, Parks, Recreation, and Community Services, and Transportation.

### **THE POSITION:**

#### **Transit Operations Manager**

The City of Culver City is accepting applications for Transit Operations Manager. Supervises Training and Safety Instructor, Dispatcher, Route Supervisors and Bus Operators in the performance of their duties, including evaluations and selections. Audits and plans schedules, routes and the use of buses; performs run-cutting; assigns drivers to scheduled runs. Participates in the selections, orientation, training, and evaluations of Bus Operators. Responsible for administering all rules, regulations, policies and procedures of the Division, as well as applicable local, State or Federal regulations. 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. 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. Develops and administers accident and safety programs and training for Bus Operators and Route Supervisors. Monitors ridership to meet the needs of the public and to effectively utilize Bus Operators. Represents City to public and other agencies, including addressing commissions, boards or City Council when necessary.

### **MINIMUM REQUIREMENTS:**

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.

**Licenses and Certificates:** Possession of a valid California Class C driver's license.

**EXAMINATION PROCEDURES:**

Applicants must receive a passing score on all examination components to be placed on the eligible list.

- **Oral Appraisal Interview (Weighted at 100%):** To evaluate training, experience, and personal qualifications.

**ADDITIONAL INFORMATION:**

The provisions of this job posting do not constitute a contract, express or implied, and any provisions in this posting may be modified or revoked without notice. Continuation in the examination process and subsequent placement on the eligible list of a person convicted of a crime depends upon the nature of the conviction and the conduct of the applicant subsequent to the offense. Convictions will be evaluated on a job-related basis and will not automatically disqualify someone from further consideration.

**Equal Opportunity Employer**

The City of Culver City is an equal opportunity employer and does not discriminate against employees or applicants on the basis of race, sex, age, disability, veteran status, national origin, religion, political affiliation, or sexual orientation/identification.

**Conditions of Employment:**

- **Background/ Reference Check:** Upon a conditional job offer, a live scan finger printing must be completed with acceptable results. Your fingerprints will be sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigations (FBI). Having a conviction history does not automatically preclude you from a job with the City. If you are selected as a finalist, you will be contacted to schedule a fingerprinting appointment. Upon hire, employee is subject to further reporting from DOJ via subsequent arrest notification.
- **Pre-placement medical evaluation** including drug screen (select positions).
- **E-Verify:** Proof of U.S. citizenship, alien residency or authorization to work in the U.S. will be required at time of appointment.

***The City of Culver City intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired, please contact the Human Resources Department three (3) business days prior to the test at (310) 253-5640.***

---

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.culvercity.org/jobs>

---

Position #  
TRANSIT OPERATIONS MANAGER

9770 Culver Blvd.  
Culver City, CA 90232  
Main Line 310-253-5640

---