

Job Title:	Transit Director	Job Category:	Exempt
Location:	Envida	Travel Required:	Yes
Level/Salary Range:	\$55K-\$75K	Position Type:	Full Time – 40/hrs/week
HR Contact:	Roslyn Beall	Hours of Work:	TBD
Date Posted	12/5/18	Posting Expires:	When Position Filled

Applications Accepted By:

FAX OR E-MAIL: 719-633-0845 or rbeall@envidacares.org Subject Line: Transit Director Attention: Human Resources	MAIL: Envida Human Resources 5660 N Academy Blvd Colorado Springs, CO 80918
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Job Description

SUMMARY OF FUNCTION

The Transit Director manages the day to day operations and will be responsible for ensuring the organization’s mission, values, objectives, policies and strategic goals are met. The position entails a high level of responsibility for overseeing the operational and strategic planning, budgeting, grants management, and marketing for transit. This position will be responsible for managing all aspects of transit services including interacting with local, regional, state, and national transit communities and overseeing the fleet of 12+ buses for the fixed, paratransit and demand response services routes. In addition, the Director will also oversee the management of the rented facilities. The Director will need to enthusiastically motivate and monitor performance of the Transit Program, which includes a transit supervisor, 12 drivers, and two dispatchers/reservationists.

ROLE AND RESPONSIBILITIES

- Oversee organization development including supervisory training identifying expected outcomes and approving work management plans.
- Effectively supervise, directly and indirectly, a staff of 15+ employees including hiring, performance management, discipline and due process, and termination.
- Seeks and evaluates information from a variety of departments, and/or other entities and makes recommendations.
- Coordinates and installs management improvements that address new or ongoing problems.
- Writes administrative reports, special project status reports, cost/benefit analysis, feasibility reports, and makes presentations as required.
- Effectively negotiate contracts, pricing agreements, and scope of services.
- Develops, initiates and enhances changes in the purchasing process in order to simplify system and workflow and ensure compliance with public sector purchasing rules and regulations.
- Develops, monitors and pursues new trends and activities within the purchasing profession that will enhance all aspects of the procurement process.
- Keeps up-to-date on laws, regulations, policies, trends and best practices as they pertain to private sector purchasing.
- Develop and manage software, systems, and personnel to support and evaluate programs, service outcomes, community needs.
- Develop and maintain transit policies, procedures, and operating guidelines.

- Schedule and track preventive maintenance and facilitate unscheduled fleet repairs, ensuring all maintenance actions are backed up electronically.
- Establish relationships with vehicle maintenance providers, review performance, investigate alternatives and advise on financial impacts.
- Meets with vendors to review product offerings, maintains the qualified and monitors an established qualified vendor list.
- Communicate regularly and clearly with drivers regarding maintenance issues, performance expectations, riding rules and policies, and scheduling.
- As or more frequently than regulatorily required inspect each vehicle for current, proper paper work such as vehicle registration, insurance, DOT inspection, PUC Stamp, Colorado handicap placard, and weekly and regular preventive maintenance inspections.
- Monitor all bus warranties and work with vendors to ensure proper utilization of warranties.
- Support Transit Supervisor and staff with notifying emergency response providers of accidents or medical emergencies.
- Conduct and document periodic and random pre and post trip inspections to insure vehicle is safe and ready for operation with drivers and ensure adherence to policies.
- Maintain documentation associated with daily fleet activities such as trip sheets, fuel purchases, incident reports, accident reports, DVIR, vehicle condition report and other records as requested by management.
- Oversee new driver training and ensure the training notebook and HRIS are updated regularly.
- Oversee the transit asset management plan, COTRAMS and vehicle maintenance plans and related documentation at least weekly.
- Plan and prepare for regulatory audits and documented compliance.
- Complete S-20 (maintenance) monthly transit management plan.
- Maintain proper documentation to comply with FTA/CDOT and other regulations where applicable.
- Maintain vehicle discrepancy books.
- Oversees the maintenance and upkeep of the facilities mechanical systems and equipment to include purchasing of office service and equipment and reviewing data and expenses.

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong communication and decision-making skills, able to understand and deal with the public, colleagues, and government/regulatory officials.
- Ability to develop and monitor departmental budgets, written reports, conduct trainings, and make presentations.
- Overseeing federal compliance requires diverse and multidisciplinary knowledge, including grant management, procurement, environmental reviews, real estate, capital project management, Title VI, EEO, ADA, DBE, transit operations, asset management, and federal compliance reviews.
- Knowledgeable in the maintenance of transportation fleets, scheduling, and general practices of specialized and public / rural transportation systems.
- Knowledge of applicable local, state, and federal rules and regulations governing vehicle operation.
- Ability to communicate by telephone, in person, in writing, and by a two-way radio in clear fluent English in a courteous, professional manner.
- Ability to use computers, software, communication equipment, and general office equipment.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Bachelor's degree from an accredited university or equivalent experience with 5+ years in transit services with progressively responsible management positions.

- Must be 25 years old or over.
- Valid current driver's license with a clean MVR (CDL a plus).
- Able to pass a background check and drug test.
- Ability to lift 50 pounds.
- Computer literacy on internet, databases, and Microsoft Office Suite.
- Knowledge of vehicle fleet maintenance.

PREFERRED SKILLS

- Bachelor's Degree in business management, public administration, or transportation planning desired.
- Knowledge of transit services in an urban setting.
- Working knowledge of Federal Transit Administration, or other federal agency, regulations.
- Knowledge of business principles, budgeting, grants management, and project planning.
- Knowledge of transportation planning including medium range operational and strategic plans.
- Knowledge of City and FTA Policies and regulations as they relate to preparing specifications, scope of services, contracts, and documentation related to transit.
- Experience driving a large vehicle.
- Knowledge of mobility lifts and their maintenance.
- Knowledge of CDOT and Federal inspection requirements.
- Experience driving disabled passengers.

ORGANIZATIONAL RELATIONSHIPS

- Reports to Chief Executive Officer.
- Directly oversees Transit Supervisor & Driver Trainer.
- Works with dispatchers, 12 drivers, and executive staff.

WORKING CONDITIONS

- Includes on-site work in office areas, maintenance areas, and transit routes.
- May be required to respond to the field upon occasion.
- Occasionally exposed to moving mechanical parts and fumes or airborne particles.
- Noise level in the work environment is usually quiet.
- Perform work indoors and outdoors in various weather conditions at various heights and in confined spaces.

PHYSICAL REQUIREMENTS

- This is a safety sensitive position and does require random drug testing as prescribed by the Federal Transit Authority.
- Must be able to respond on-site to incidents and emergencies.
- While performing the duties of this job, the employee is frequently required to stand, walk, sit, and talk or hear; occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 75 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.