

Knox Area Transit Transportation Operations Manager

TITLE: **Transportation Operations Manager**
Unclassified Service – salary - exempt

Immediate Supervisor: Director

Normal Working Hours: To be determined
(schedule may vary due to weather-related duties or emergency)

Position Summary:

In cooperation with the Director, the incumbent manages all facets of the daily operation of Knox Area Transit. The Operations Manager is responsible for the demand-response and shuttle/bus functions of the agency including monitoring staffing levels; managing leave requests; efficient scheduling of passengers; driver assignments; establishing and modifying routes; and assuring contract services are satisfied.

Driver recruitment, retention and training are a major component of this position. Frequent communication with dispatchers to assure agency policies and procedures are followed is expected. Oversight of agency records including daily call logs; driver manifests; receipts; and community feedback is a high priority. The Operations Manager will confer with the Director on all matters of human resources, including initiating discipline or termination, and take necessary action in accordance with state and federal law. A continuous improvement system of all processes shall be implemented. Various aspects of fleet management will be within the purview of the incumbent.

Additional duties include attending training as required by grantors or compliance agencies; responding to weather-related emergencies; occasionally driving a KAT route; and all other duties as assigned.

Knowledge, Skills and Abilities:

Fleet management; personnel management; various computer applications; planning and budgeting principles; proofread and correct errors; communicate effectively both in verbal and written contexts; exercise independent judgment; analyze data to draw meaningful conclusions; create a cooperative spirit; develop effective, relevant policies and procedures; perform intermediate calculations; foster a culture of safety and respect; attention to details; delegation; and collaboration.

Qualifications:

- Must be 21 years of age
- College graduate in related field or high school graduate with proven fleet management experience
- Supervisory experience

- Possess a valid Ohio driver license with an acceptable driving record
- Able to pass a criminal background check; physical; and drug screen
- Proficiency in various computer programs
- Must be able to bend, crouch, kneel, push and pull over 50 lbs.

An individual who poses a direct threat to the health and safety of himself/herself or others in the workplace will be deemed not qualified for this position.

By signing, I acknowledge I have read and understand my job description which includes qualifications, job functions, duties and responsibilities and that I must meet the minimum qualifications and requirements as outlined.

Employee signature

Date

Knox Area Transit representative signature

Date