TRANSPORTATION OPERATIONS MANAGER I

CLASS NO.      PAY GRADE     SALARY RANGE     FLSA STATUS
550           17            $49,732.80-$65,644.80 Exempt

GENERAL DESCRIPTION

This is a managerial position requiring the use of discretion and independent judgment. Duties include the daily observation and evaluation of program operations. This position is considered Safety-Sensitive and is governed by FTA Drug & Alcohol Testing Regulations. Other duties include the ability to recommend hiring, termination, or use of discipline of departmental staff to Transportation Director.

EXAMPLES OF WORK PERFORMED

Manages day-to-day activities within a department.

Manages staff development plans and activities.

Establishes goals and objectives; develops and approves schedules, priorities, and standards for achieving goals; and manages evaluation activities.

Develops and implements techniques for evaluating business function, division, or department activities.

Provides input in the development of new policies and procedures, and monitors compliance with policies and procedures.

Provides technical expertise and guidance regarding questions related to the department.

Interviews potential new or replacement staff according to GCRPC policies and procedures; Determines selected candidate and facilitates the hiring process through the Director of Transportation Services.

Enforces personnel rules and regulations, training certifications and standards, standards of conduct, work attendance policies, and safety practices and procedures.

 Receives, tracks, investigates, and processes all complaints dealing with service problems and personnel. Takes action/resolves complaints related to operational or general performance problems.
Ensures completion and follow-up on all incidents and accidents. Assesses and makes necessary recommendations for prevention.

Serves as a liaison between the agency, the State, and grant funding sources by attending meetings, responding to information requests, and resolving issues between parties involved.

Performs other work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Graduation from an accredited college or university preferred.

Experience in the hiring and managing of personnel.

Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of local, state, and federal laws and regulations relevant to the department; and of the principles and practices of public administration and management.

Ability to manage the department activities; to establish goals and objectives; to devise solutions to administrative problems; to develop and evaluate administrative policies and procedures; to prepare reports; to communicate effectively; and to supervise the work of others.

By signing below I acknowledge that I have read this job description, and to the best of my knowledge, meet the required knowledge and skills for this position.

_____________________________     _______________
Name         Date