

Northwest Alabama Council
of Local Governments

Job Description

JOB NUMBER: 41

DEPARTMENT: Public Transit

JOB TITLE: Transit Director

IMMEDIATE SUPERVISOR: Executive Director

CLASSIFICATION LEVEL: 10

SPECIFICATION POINTS:

JOB SUMMARY: Performs administrative, staff and managerial work in directing and coordinating the Public Transit Program. Responsible for the day to day operation of the programs: urban and rural systems, JARC, supervision of transit staff, maintenance staff and drivers; route planning and monitoring existing routes. Plans, prepares and conducts driver training to assure compliance with safety/maintenance and insurance guidelines. Conducts orientation and training for new drivers. Assures reports are in compliance with state and federal guidelines. Prepares annual program applications for grant funds. Solicits contract agreements on behalf of the agency for transit services; recommends to the Executive Director and monitors contracts for financial and procedure assurances. Requires some after hours and weekends on-call duty in emergency situations. Responsible for notifying staff, drivers, media and contractors in emergency situations.

RESPONSIBILITIES AND DUTIES:

1. **Provides Direct Supervision to Transit Program Staff:**
 - a. Manages the day to day operations of the transit program staff.
 - b. Delegates work load for transit program staff.
 - c. Oversees personnel and vehicle maintenance staff.
 - d. Develops program budgets with available funding sources.

2. **Manages and Directs Transit Operation Employees:**
 - a. Assists in the recruitment and selection process of transit drivers.
 - b. Plans, prepares and conducts orientation for new drivers.
 - c. Schedules on-the-job and safety training for all drivers.
 - d. Assigns daily work schedules, routes and vehicles.
 - e. Keeps drivers abreast of safety/maintenance policy compliance.
 - f. Monitors work hours in accordance with NACOLG policy.
 - g. Reviews and signs time sheets.
 - h. Recommends driver disciplinary action or dismissals based on department and agency policy procedures.

3. **Administers and Manages the Operation Phase of the Transit Program:**
 - a. Manages the Urban, Rural System and JARC System routes.
 - b. Develops new routes to expand transit services.
 - c. Reviews, recommends and administers service contracts.
 - d. Coordinates service and determines needs between the Urban, Rural & JARC Systems.
 - e. Monitors and surveys existing routes for efficiency and to solve any routing conflicts.
 - f. Assigns and monitors routes to assure compliance with FTA, ALDOT, NACOLG and insurance safety standards.

AUTHENTICATION: I certify that this is an accurate statement of the major responsibilities and duties of this position and its qualification requirements, and that the position is necessary to carry out Northwest Alabama Council of Local Governments functions for which I am responsible. This certification is made with the knowledge that this information is to be used for purposes of selection, appraisal, and compensation.

Personnel Director

Date Approved _____

Executive Director

- 4. Performs Administrative Duties Relate to the Transit Program:**
 - a. Assures that Federal and State reporting guidelines and procedures are followed.**
 - b. Develops and submits grant applications for Federal and State transit funding.**
 - c. Assures that monthly, quarterly and annual transit reports are completed in an accurate and timely manner.**
 - d. Documents monthly in-kind services to the Transit Program.**
 - e. Prepares monthly billing invoices for subcontracted transportation services.**
 - f. Attends meetings and training workshops pertaining to Federal guidelines, proper management and driver safety.**
 - g. Acts as insurance liaison for the transit system.**
 - h. Assures the drug/alcohol policy is in compliance with ALDOT and FTA Guidelines.**
 - i. Monitors accident investigations to assure required state procedures for reporting accidents to the Alabama Department of Motor Vehicles, ALDOT, and FTA are followed.**
 - j. Assures that repairs to damaged vehicles are completed in a timely and acceptable manner.**

- 5. Manages Local Aspect of Marketing:**
 - a. Assists in writing reports and public information articles.**
 - b. Receives and documents public input including complaints**
 - c. Conducts interviews upon concurrence with Executive Director.**
 - d. Utilizes public input to develop and implement necessary operational changes.**

- 6. Performs Other Duties as Assigned:**

The responsibilities and duties as set forth in this job description are not all inclusive. Therefore, the job description is not to be interpreted as being inflexible or in any way restricting the adding and/or deleting or other responsibilities and duties as deemed necessary by the supervisor.

QUALIFICATIONS:

- 1. Required Knowledge, Skills and Abilities:**
 - a. Management ability and experience to organize and coordinate transit services.**
 - b. Ability to understand and interpret FTA and State DOT regulations and guidelines pertaining to the implementation and operation of the public transit program.**
 - c. Knowledge of service area and transit needs.**
 - d. Ability to make decisions, handle complaints, problems and emergency situations regarding system, drivers and vehicles.**
 - e. Ability to organize and assign work for a smooth day-to-day operation.**
 - f. Skills in employee recruitment, screening, interviewing, selection, ongoing training for transit employees; sensitivity to all aspects of good personnel relations.**
 - g. Bookkeeping and recordkeeping skills.**
 - h. Knowledge of computer programs relating to transit services.**

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- i. Working knowledge of radio dispatching and scheduling.**
- j. Ability to coordinate work activities with other departments and employees.**
- k. Skills in long-term planning for transit services and capital purchases.**

2. Minimum Training and Experience:

- a. Four Year Degree in related field.**
- b. Five years experience in Public Transit or related field.**
- c. CDL, Passenger Endorsement License. (Required within 90 days of employment)**