



**ASSISTANT TRANSPORTATION MANAGER  
\$5,581.00 – \$7,765.00 PER MONTH**

**Apply Immediately - Recruitment may be closed at any time without notice.**

**THE JOB:** Ride OMNITRANS to a satisfying career that lets you make a difference in the San Bernardino Valley. Omnitrans, provider of public mass transit for the San Bernardino Valley in Southern California is seeking a highly skilled professional to join our award winning team. Omnitrans is a great place to work; we are located close to the mountains, the desert, and beaches of Southern California and offer a vast array of recreation, quality schools and affordable housing. The ideal candidate must be able to hit the ground running; be able to work well under pressure and prioritize ever changing deadlines is a must. The selected individual will be under general guidance, oversees, coordinates and performs administrative and field duties to achieve and maintain coach operator and supervisory efficiencies for the fixed route transit system by performing the following duties personally or through subordinate supervisors and employees which includes, but not limited to:

- Oversees the performance of Coach Operators through administration of the Memorandum of Understanding, Work Standards through annual performance reviews of each Coach Operator.
- Monitors Coach Operator performance in the areas of attendance, service standards, operations rules, customer relations and agency policies by providing coaching and counseling to Coach Operators.
- Investigates allegations of coach operator misconduct or substandard performance; determines remedial or disciplinary action; conducts grievance procedure.
- Oversees the performance of Field Supervisors through administration of the agency policies, operations rules, work standard, annual performance reviews of each Field Supervisor.
- Monitors Field Supervisors performance in the areas of attendance, field response, accident/incident investigations, customer relations, agency policies by providing coaching and counseling to Field Supervisors.
- Recommends and implements policies and practices to improve operations and reduce costs.
- Investigates workers compensation claims, monitors restrictions for light duty work programs, and ensures operators return to work release is in compliance with the "physical job description" and current work policies.
- Serves as a liaison with internal departments. Acts as the Transportation Manager in their absence.

**THE REQUIREMENTS:** The Candidate selected will possess Bachelor's degree (B.A.) from four-year college or university in business administration, transportation or a related field and four to seven years of progressively responsible experience in transit operations, with at least two years supervisory experience or any equivalent combination of education and experience. Possession of or ability to obtain and maintain a valid California driver's license (Class A or B) with air brake and passenger endorsements and a valid Medical Examiner's Certificate. A safe driving record is required. Certificates in management, supervision, conflict management, labor law courses are desired. The ideal Candidate will possess the knowledge of transit operations; general knowledge of vehicle design and operation; Federal and State public transportation regulations and the Americans with Disabilities Act; and union contracts, rule books, and progressive disciplinary procedures; accident, complaint and claims investigation procedures; public organizations and their administration; specialized skills in labor law subjects such as workers compensation, labor relations, FMLA. The ideal Candidate will also have the ability to effectively supervise subordinates; evaluate the progress of the fixed-route, Paratransit and contracted services and training programs and staff; develop and motivate staff; and to establish and maintain effective working relationships with a variety of individuals, departments, outside agencies, vendors and the employee's labor union. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**THE SELECTION PROCESS:** Candidates will be screened for relevant qualifying experience that consists of an evaluation of education and experience as described on the fully completed application. The ***most competitively qualified candidates*** will be invited to participate in the selection process. The selection process may include a combination of written, performance, and oral examinations. All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug test and a criminal background investigation, which will include Life Scan fingerprinting. For further information about this exciting career opportunity, please visit our website at [www.omnitrans.org](http://www.omnitrans.org). We are unable to accept resumes in lieu of a fully completed application but one may be attached. Applications can be obtained at Omnitrans, 1700 W. 5<sup>th</sup> St., San Bernardino, CA.

***EEO/AA including Protected Veterans and Individuals with Disabilities.***