



TRANSPORTATION MANAGER

\$6995 - \$10,338 PER MONTH PLUS GREAT BENEFITS

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

THE JOB: 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. This individual will be a strong leader who can highly motivate employees, possess a strong work ethic ready for a fast paced and multi-task union environment. Their main function is to assist the Director of Operations in managing, planning, and coordinating the daily transportation operations and training programs. Carries out supervisory responsibilities in accordance with the organization's policies and applicable law; responsibilities include interviewing, hiring recommendations, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems by performing the following duties personally or through subordinate supervisors and employees (the omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification):

- Oversees the activities of the Assistant Transportation Manager, Transit Supervisors, Dispatchers and administrative staff.
- Oversees and approves Operator scheduling, ensuring sufficient personnel are available to operate the service in a timely manner and ensure efficient processing of the workload.
- Prepares disciplinary actions and reviews drafts of disciplinary actions; conducts/reviews/prepares coach operator and direct reports performance evaluations.
- Reviews operations reports, including dispatch logs, daily operations reports, accident/incident reports, customer contact forms, and supervisors' reports. Ensures accuracy, thoroughness and timely completion of reports and compliance with policies, standards, contracts and legal requirements. Advises Director on system status, including exceptions, issues and problems.
- Assists in conducting scheduling analysis of on time performance and lost service, and monitors tools developed for auditing and control of transit services. Reviews the accuracy of the operations data, ensuring the data is current.
- Monitors exiting route performance, and recommends new or revised routes, schedules and levels of service in accordance with the Short Range Transit Plan.
- Participates in the grievance process including the Skelly process.
- Assists in the development and implementation of operating rules and procedures. Establishes general operating procedures for dispatch and road supervision.
- Assists in the investigation of accidents, incidents, passenger complaints and claims involving Agency vehicles and employees; evaluates the Agency's position and ensures the necessary follow-up.
- Meets with coach operators and union officers to discuss problems or concerns regarding suggestions, incidents or performance.
- Measures on a scale the safety performance including rules and regulations compliance and corrective action.

THE REQUIREMENTS: Bachelor's degree (B.A.) from four-year college or university in business administration, transportation or a related field and five years of progressively responsible experience in transit operations, with at least three years supervisory experience or any equivalent combination of education and experience. The ideal Candidate will possess knowledge of transit operations; vehicle design and operation; Federal and State public transportation regulations and the Americans with Disabilities Act; union contracts, rule books, and progressive disciplinary procedures; accident, complaint and claims investigation procedures; public organizations and their administration; and current business operating systems, software, and programs (i.e. Microsoft Office, to include Word, Excel, Access, etc.). Candidates should also possess the ability to evaluate the progress of the fixed-route and training programs; develop and motivate staff; establish and maintain effective working relationships with a variety of individuals, departments, outside agencies, vendors and the employee's labor union. **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. The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, talk, and hear. The employee is occasionally required to stand, walk, and reach and 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 <http://www.omnitrans.org/about/jobs.asp>. 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. 5th St., San Bernardino, CA.

EEO/AA including Protected Veterans and Individuals with Disabilities