

## ASSISTANT TRANSIT MANAGER

### NATURE OF WORK

This is responsible technical and professional work assisting in the coordination of Transit operations and maintenance ensuring that services are provided in a safe, efficient, and cost effective manner with the priority and focus of high quality customer service and safety.

Work involves assisting with matters related to all facets of the City of Lincoln public transportation system. This includes providing daily oversight of fixed route transit operations, fleet maintenance, and facilities of the transit system. This position plans and develops systems and procedures to improve the operating quality, efficiency, and effectiveness in the areas of operations and maintenance. Coordinates efforts between operations, maintenance and facilities, planning, accounting, purchasing, and safety and training to deliver the goals, objectives and mission of the transit system. This position acts on behalf of the Transit Manager with the full authority of that position in the absence of the Transit Manager and as otherwise required to maintain operations and other critical functions of the organization. Supervision is received from an administrative superior with work being reviewed through operating reports and procedures and achievement of stated objectives.

### EXAMPLES OF WORK PERFORMED

Provides administrative oversight for operations and maintenance for the transit system; maintains oversight of safety and training programs.

Supervises and evaluates the work of subordinate technical employees; reviews and recommends approval or disapproval of all promotions, merit ratings, salary increases or disciplinary actions.

Serves as the lead decision maker for all areas of the transit system in the absence of the Transit Manager.

Provides direction, guidance, and coordination for operations and maintenance, through objectives and programs in conjunction with goals set by the Transit Manager and Advisory Board.

Manages assigned functions to ensure adherence to organizational policies, procedures, and standards.

Monitors safety practices and ensures standards are met.

Monitors and evaluates operations activities including but not limited to on-time performance statistics, missed runs, revenue/cost data, total work hours, total pay hours, customer complaint data, accident data, road call data, and other operations related functions.

Develops and implements short and long-term strategies to support goals and mission of the transit system.

Coordinates with planning, accounting, and purchasing to determine personnel, capital, and fiscal requirements as it relates to operations and maintenance; assists with Transit Development Plan (TDP) development, Capital Improvement Plan (CIP), and budgeting process.

Ensures proper State of Good Repair of transit fleet and other assets working with the Transit

Administers the fleet replacement program including bus procurement; manages and provides guidance and coordination on special projects including IT and capital projects; provides formal recommendations to the Transit Manager for final procurement decisions; provides direction and guidance on grant applications and the grant management process.

Maintains employee relations including fostering a positive work environment, promoting recognition for performance and ensuring a customer focused approach to work; motivates staff toward the accomplishment of program objectives.

Represents the transit system in various capacities to outside organizations, jurisdictions, and agencies as appropriate.

Drafts statements, prepares reports, and speeches on program and/or policy issues as requested by the Transit Manager.

Performs related work as required.

#### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of transit services, routes, and time schedules.

Thorough working knowledge of computers, hardware and software programs (specifically those related to Transit Operations and those including Microsoft Word, Outlook, Excel, etc.)

Considerable knowledge of federal, state and local regulations and standards governing public transportation services.

Knowledge of finance management and budgeting.

Knowledge of general public transit industry, including best and standard practices as it relates to operations, maintenance, governance, planning, and administration.

Ability to plan, organize and evaluate transit services.

Ability to establish and maintain effective working relationships with others.

Ability to communicate effectively orally and in writing; to include providing guidance and instruction to subordinates.

Ability to make independent decisions within scope of responsibility.

Ability to identify complex issues and develop alternatives to resolve those issues.

Ability to establish and maintain effective working relationships with associates, superiors, subordinates, consultants, federal, state and local agencies, and the general public plus industry representatives.

Ability to make independent decisions within scope of responsibility.

Ability to communicate effectively orally and in writing; to include providing guidance and direction to subordinates.

#### MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in public administration, business, planning, transportation or related field with 6 months of experience in a supervisory capacity; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

#### NECESSARY SPECIAL REQUIREMENT

Possession of a valid driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties.

When operating equipment that falls under the Nebraska Commercial Driver's License (CDL) status, the employee is required to possess and maintain the proper license and endorsement.

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