

CITY OF MERRILL JOB DESCRIPTION

JOB TITLE:	Transit Administrator	STATUS:	Exempt
REPORTS TO:	City Administrator	DATE:	May, 2017

Position Summary:

This position plans, directs, administers, coordinates and monitors the day-to-day activities, operations, development and coordination of programs pertaining to demand/response public transportation, including improvements, promotion and safety in the City of Merrill..

Principal Duties and Responsibilities:

- Supervises the overall operations of the transit system including supervision of the Transit Coordinator, Bus Operators and Office Staff.
- Hires, supervises, plans, coordinates and assigns the work of Transit Department personnel, monitors and evaluates performance and work outputs to maintain efficiency and quality of work in accordance with the City of Merrill's Employee Handbook and within the provisions of the Operator's Safety Training Manual.
- Develops and prepares policy recommendations for the Transit Commission, determines and recommends facility improvements, expansions and changes, ensures compliance with state and federal transit operational, security and personnel rules and regulations; trains personnel in new and changed procedures.
- Maintains a working relationship with subordinate employees, the general public, other transit systems, and with State, Regional and Federal Transportation Agencies.
- Applies for and administers transit operating Capital Improvements, Planning and Demonstration Grants from State and Federal Agencies.
- Reviews with City's Director of Finance and City Administrator, office bookkeeping and financial records, and ensures compliance with State and Federal audit standards.
- Serves as an active board member of Transit Mutual Insurance Corp and also TMI's Operations & Safety Advisory Group.
- Serves as an active Board member on the Wisconsin Public Transportation Assoc. (WIPTA) and Legislative sub-committee.
- Maintains and manages the transit's FTA Substance Abuse Program and policies.
- Maintains overall accountability for the safe, efficient and effective operation of the Transit Utility; ensures compliance with local, state, and federal regulations; makes complex decisions regarding the delivery of transit services; develops and edits the departmental Operator's Safety Training Manual, rules and regulations and other directives to achieve safe, efficient system operations.

- Develops bid specifications and procurements for all Capital projects and equipment purchases.
- Oversees the transit vehicle maintenance policies and procedures.
- Oversees scheduling of work hours, vacation time and sick leave of employees.
- Takes phone calls and dispatches buses in absence of Transportation Coordinator.
- Provides staff services to the Merrill Transit Commission and attends all meetings.
- Prepares presentations, agenda, and takes minutes at Transit Commission Meetings.
- Develops and implements programs to comply with the transit portions of the Americans with Disabilities Act, DBE and WBE.
- Develops and recommends to the Transit Commission, changes to service levels provided.
- Develops and implements a marketing program for the system.
- Develops and administers transit system operating budget.
- Develops and maintains a four-year Transportation Development Plan.

Additional Duties and Responsibilities:

Other duties as may be necessary to fulfill the responsibilities of this position.

Work Relationships and Scope:

Reports to: City Administrator

Supervises: Transit Coordinator and Bus Operators

Work Relationships: Works very closely with employees in the same and other departments, the public, and vendors. Has contact with professional organizations and regulatory agencies on a regular basis..

Knowledge, Skills and Abilities, Qualifications Required:

Education/Experience:

This position requires a Bachelor Degree in business/management/planning, or closely related field; Three years of business management/planning experience; or any equivalent combination of experience and training which provides the ability to perform the required duties and responsibilities. Prior experience in transit management and operations is a plus.

Skills/Abilities:

- Thorough knowledge of the operation and management of a service enterprise, preferably a transit system, including such functions as personnel, finances, reporting, planning, grants, and budget;
- Ability to communicate effectively orally and in writing with city employees, Common Council Members, job applicants, state and federal agency personnel, training personnel, benefit plan administrators, consultants and general public.
- Ability to set schedules and routes for a transit system;

- Thorough knowledge, with the ability to provide training, illustrations, and test simulations for CDL licensing and driver education, in accordance to the National Safety Council and the Wisconsin Dept. of Transportation;
- Requires certification in Defensive Driving Course (DDC-8). FTA required Drug & Alcohol Program Management, Reasonable Suspicion Training and OTC/Prescription Medication training;
- Ability to interpret new laws, ordinances and procedures and assist in implementation of revisions;
- Ability to prepare grant requests;
- Ability to plan and supervise the work of other employees;
- Ability to establish and maintain an effective working relationship with City and County Departments, State Agencies and the General Public;
- Possess good judgment, thoroughness, dependability, and be in good physical condition.

Qualifications

Ability to obtain and utilize Train-the-Trainer professional development education in; Bus Operator's Training, Substance Abuse Management, Blood-borne Pathogens, Infectious Disease Awareness, Accident Investigation, Violence in the Transit Work Place, and System Security Awareness.

Applicant must obtain and retain a valid Wisconsin Commercial Driver License (CDL); CLASS BCD, with a P (Passenger) endorsement, prior to beginning employment (License not necessary to apply).

Candidates are required to pass physical examination once job is offered. Physical examination is paid for by the City. Until physical examination has been conducted and records turned over to the City of Merrill, applicant chosen is not officially hired.

Working Conditions:

Job Conditions/Work Location: Work is generally performed in a pleasant office environment with minimal chance for personal injury, with some time spent outside and in buses performing training. Work hours are normally during regular business hours and average 40 hours weekly. May be required to travel out of town for education and professional development.

Physical Requirements: Requires sitting, standing, and keyboarding extensively, and talking. Ability to lift and carry up to 50 lbs. (file boxes). Requires excellent vision and use of keyboard and telephone.

Equipment Operated: General office equipment including computer, calculator, copy machine, fax machine, telephone, and passenger bus.

Salary Grade: Starting at grade 15 on the pay scale depending on experience, plus benefits. Upon satisfactory completion of six months probationary period salary increases as per the established pay scale.

Acknowledgment:

This job description describes the general nature and level of work performed by the employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related

duties as requested by the supervisor. All requirements are subject to change over time, and to possible modification to reasonably accommodate individuals with a disability.

The City of Merrill is an equal opportunity employer.

Supervisor Signature

Date