



CITY OF BANNING, CALIFORNIA

Transit Manager

Job Code: 3335

FLSA ☒ **Exempt** ☐ **Non-Exempt**

JOB DEFINITION: Under supervision of the Community Services Director, performs a variety of duties involved in the daily activities of the Transit Division, including planning, coordinating and overseeing of transit services, assuring compliance with time schedules and applicable laws, codes, rules and regulations; evaluates and trains staff; and resolves client and community concerns related to safe and efficient public transportation.

ESSENTIAL FUNCTIONS: *The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

REPRESENTATIVE DUTIES: Directs, supervises, evaluates and motivates drivers, ensuring adherence to safety standards and department policies, and ADA compliance (coordinating with the Lead Bus Driver/Trainer); ensures proper operation of vehicles, meeting passenger needs, and proper performance of other driver job duties. Responsible for overseeing the development, coordination, tracking, and/or conducting the Department's driver training programs throughout accountability area of assigned responsibility. Addresses and resolves complaints and issues raised by transit customers and the public in general relating to the provision of quality transit service. Jointly responsible, along with the Lead Bus Driver/Trainer, for ensuring drivers have documented certification for various aspects of job assignments, including general mobility and regulatory functions and requirements specific to company vehicles operated. Responsible for communicating policies, rules, assignments and other information related to job duties to assigned drivers.

Performs office supervisory duties, as well as field supervisory and evaluative duties for the area of responsibility.

Assures the operation of the public transportation system in the most cost effective and efficient manner, including recommendations for commencement, improvement, modification, or elimination of transit services.

Attends and investigates accidents in its area of responsibility or as assigned. Receives and responds to drivers' incidents and accidents; drives to accident scenes and conducts internal accident investigations; gathers information, takes photos and assists passengers and staff; obtains accident reports from police agencies. Provides operational statistics, working with the Office Specialist, to ensure information is properly entered into the Trans Track System. Oversees and maintains all documentation required by Federal, State and local reporting requirements related to overall ridership, ADA usage, and ridership revenue. Collects and researches information and data and prepares reports and recommendations. Monitor driver attendance. Verify trip sheets and time cards for accuracy, authorize work hours and overtime. Advise drivers of corrections or concerns.

As directed, attends meetings, including those scheduled after normal working hours. Prepares specifications and contract documents for transit system capital procurement and construction contracts and supervises selection process of contractors and vendors. Represents and promotes transit through personal presentations and other outreach to local groups throughout the community.

Performs other duties as assigned or required.

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KNOWLEDGE and SKILLS:

- Knowledge of applicable City, County, State and Federal statutes, rules, regulations, ordinances, codes, administrative orders and other operational guidelines and directives.
- Knowledge of the City's and the Department's policies and procedures.
- Knowledge of file management and recordkeeping techniques.
- Knowledge of employee supervision practices.
- Knowledge of contract compliance and grant guidelines.
- Skill in reading, understanding, interpreting and applying relevant City, County, State and Federal statutes, rules, regulations, ordinances, codes, administrative orders, policies and procedures and other operational guidelines and directives.
- Skill in assessing and prioritizing multiple tasks, projects and/or demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in assessing, analyzing, identifying and implementing solutions to complex problems.
- Skill in establishing and maintaining effective working relations with co-workers, staff, vendors, contractors, visitors, the general public and others having business with the City of Banning.
- Skill in operating a personal computer, utilizing a variety of software applications.

MINIMUM QUALIFICATIONS: A high school diploma or GED **AND** five (5) years of experience in transit operations including supervisory experience. A Bachelor's Degree in Public Administration, Business Transportation, or related field preferred. Experience with and knowledge of bus driving, public transit, non-emergency medical transportation, fleet maintenance and ADA equipment

ADDITIONAL REQUIREMENTS: Requires intermediate to advanced competent knowledge of Microsoft Word, Excel and Outlook programs.

May be required to work outside of normal business hours. Must have at the time of application and must maintain a Class B Commercial California driver's license with current medical certification with a passenger endorsement and air brakes. Must have one of the following current certifications: Vehicle Training Transit (VTT), School Bus Driver or School Pupil Activity Bus (SPAB) Certification. Must pass background investigation and successfully complete periodic physical examinations as required by Federal transportation regulations.