



## CITY OF POCATELLO CLASSIFICATION SPECIFICATION

### ***Transit Director/ADA Coordinator***

Department: Transit	Reports to: Mayor	Pay Grade: H17
Date Established: 3/2014	Date Revised: 12/2017	FLSA Status: Exempt

#### **CLASSIFICATION SUMMARY**

The Transit Director directs and manages the overall operations of the Transit Department to ensure passengers are served in a timely, reliable, and safe manner. This is a management position responsible for short and long-range transit planning, acquisitions, maintenance and repair of department vehicles and various administrative duties including budget development and administration and supervision of staff. The job supervises the Operations Supervisor, Maintenance Supervisor, Lead Dispatch, Transit Administrative Support, and Driver positions.

The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public.

The work environment is a Department office, vehicle, and shop environment that may include exposure to weather conditions and traffic hazards. The noise level is generally moderate.

The job is an on-call position, responding to emergency situations.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)***

Directs the Transit Department's overall operations, assessing and providing for the transportation needs of the City and adjacent urban and rural areas. Supervises the Department's operations and maintenance activities.

Coordinates Department operations with other City departments and federal and state agencies.

Monitors Department operations for compliance with grant requirements. Monitors Department operations for compliance with federal and state statutes, regulations, and requirements. Serves as City compliance officer for Americans with Disabilities Act (ADA) requirements.

Directs short- and long-range planning. Directs the acquisition, maintenance, and repair of Department vehicles and equipment.

Manages the Department's budget including creating, revising, and implementing an annual budget.

Hires, supervises, trains, schedules, evaluates, and disciplines employees, including terminations.

Directs Department community information, education, and relations programs. Responds to public requests for information, suggestions, and complaints. Represents the Department to community organizations and at events.

Directs Department's safety programs for employees and the public.

Supervises work of non-departmental consultants, vendors, and contractors.

Reviews and makes recommendations on capital improvement and replacement projects.

Prepares and presents periodic reports, as requested.

Performs all work duties and activities in accordance with City policies, procedures, and safety practices.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

### **CLASSIFICATION REQUIREMENTS**

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

#### **Knowledge of:**

- Methods, techniques, and objectives of the operation of a city/rural transit district to provide riders with timely, safe, and reliable public transportation;
- Methods, techniques, and objectives of vehicle and equipment acquisition, maintenance, and repair;
- Employee hiring, supervision, training, evaluation, disciplinary, and termination methods, techniques, and objectives;
- Municipal budgeting processes, including formulating and implementation;
- Federal and state funding and reporting requirements, including grant compliance;
- Preparation and maintenance of documents, records, and logs;
- Methods, techniques, and objectives of long- and short-term planning and implementation;
- Operation of a personal computer and job-related software applications;
- Americans with Disabilities Act (ADA) and other applicable federal, state, and local statutes and regulations affecting the providing of transportation to the public;
- Federal regulations and City policies regarding safe work practices relating to operating public transportation vehicles;
- State, local, and other applicable traffic and vehicle safety codes and regulations;
- Employee drug and alcohol testing methods and objectives;
- Methods, techniques, and objectives of the operation of all vehicles in the Department inventory to provide passengers with timely, reliable, and safe transportation;
- Transit routes, schedules, fares, and related passenger information.

#### **Skill and Ability to:**

- Direct the overall operations of the City Transit District to ensure passengers are served in a timely, reliable, and safe manner;
- Implement relevant federal and state public transportation regulations, statutes, and requirements;
- Monitor Department operations for compliance with federal and state grant and funding requirements;
- Supervise the operation, maintenance, and repair of vehicles and equipment, including specialized paratransit equipment;
- Hire, train, supervise, and evaluate the work of employees, including directing ongoing drug and alcohol testing;
- Operate a personal computer, including job-related software and applications;
- Operate standard office equipment;
- Operate all vehicles in the Department inventory;
- Operate a two-way radio;
- Maintain maintenance and operational records, logs, and documentation and prepare and present periodic reports;
- Create and implement an annual budget, including monitoring spending for compliance;
- Read and interpret maps, schedules, technical manuals, and diagrams;
- Maintain a professional demeanor at all times;
- Work on multiple projects, set priorities, and allocate resources for project completion;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Complete assignments in a timely fashion;

- Understand and comply with all rules, policies and regulations;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

**ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS**

- High school diploma or GED required;
- Bachelors degree in business management, public administration, or a related field is preferred;
- Class B CDL with airbrake and passenger endorsements required\*;
- First Aid/CPR certification required;
- Three (3) to five (5) years of experience is preferred.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

**PHYSICAL REQUIREMENTS**

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, use hands to handle materials, manipulate tools, keyboard or type, reach with hands and arms, and operate a motor vehicle or job-related equipment. The employee must occasionally lift and/or move up to 50 pounds with assistance. Sufficient visual acuity and hearing capacity to perform the essential functions and interact with the public is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**\*Hiring Note:**

The Transit Director/ADA Coordinator position requires a Class B CDL with airbrake and passenger endorsements and First Aid/CPR Certification within six (6) months of hire date. Failure to acquire these endorsements by the established date will violate the terms of the position and will result in layoff from the position.