

POSITION ANNOUNCEMENT: ASSISTANT TRANSIT MANAGER

The Coastal Regional Commission (CRC) is accepting applications for an Assistant Transit Manager for its' regional transportation program (10 counties). Candidate must possess a technical school diploma, such as ASE mechanical certification, and a minimum of four years of transit experience. Graduate of civilian or military instructor course, safe driving course, and CDL a plus. Experience: Must have ability to manage and supervise employees to ensure the transit system operates efficiently. Knowledge of route system establishment, vehicle maintenance schedules, driver training, and customer service. Experience budgeting, working with transportation vendors, suppliers, service centers, understanding federal / state vehicular safety rules, regulations, and inspection requirements a plus. Strong mechanical background (trouble shooting / maintenance) supporting transit operations. Computer software / applications such as Excel, PowerPoint, and Word.

Position is responsible for assisting the Transit Manager in ensuring the transit system operates efficiently. Must have strong decision-making skills, be able to multi-task and manage multiple simultaneous tasks. To view the entire job description, please visit our website at www.coastalrc.ga.gov

Salary: DOE, with a competitive benefits package. Deadline: Open until filled.

Submit a resume and cover letter to:
Barry James, Transportation Director
Coastal Regional Commission
1181 Coastal Drive SW
Darien, GA 31305
bjames@crc.ga.gov

Position Description – Coastal Regional Commission

Title: Assistant Transit Manager	
Department: Transportation	<p align="center">Supervisors Transportation Director Transit Manager ↓ Employees Supervised Systems Coordinator Operations Specialist Field Supervisors Lead Drivers Drivers</p>
Status: Hours: 7:00 a.m. – 5:30 p.m. Monday – Thursday <i>(or as necessary)</i>	
Type of Position: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Contract <input type="checkbox"/> Intern <input type="checkbox"/> Volunteer	

QUALIFICATIONS

Knowledge: Must have ability to manage and supervise employees to ensure the transit system operates efficiently. Must be knowledgeable of establishing a route system, vehicle maintenance schedules, driver training and customer service. Should be aware of budget processes.

Education: Technical school diploma or high school diploma and a minimum four-years of transit service with management experience preferred. Preference for completion of technical / mechanical certification (such as ASE certification), graduate of civilian or military instructor course, and safe driving course.

Skills: Ability to manage operations staff and drivers to establish a dependable transit system. Must have ability to supervise personnel and oversee efficient operation of a transit system. Prefer experience working with vendors, suppliers and service centers and understanding of federal and state vehicular safety rules, regulations, and inspection requirements. Ability to utilize computer software / applications such as Excel, PowerPoint, and Word. Ability to work and reason independently. Must be able to multi-task and manage multiple simultaneous tasks.

Experience: Preference for managing and / or operating a transit system. Decision making experience and budget experience is required. Strong mechanical background supporting transit operations desired (civilian or military). Prefer background troubleshooting and performing maintenance / major repairs on heavy-duty mobile equipment or automotive vehicles. Strong understanding of internal combustion engines (gas / diesel), hydraulic systems / subsystems, transmissions, brakes, air conditioning, electrical and automotive electronic charging systems. Instructor experience desired; ability to instruct training with background and understanding of effective communications and evaluation techniques, adult learning techniques - theory and principals, instructional delivery methods, and strong interpersonal, evaluation, mentoring and feedback skills.

Licenses: Current & valid Driver’s License; must be able to pass Criminal Background check and the Drug and Alcohol test. CDL a plus.

POSITION SUMMARY

This position is responsible for:

- Monitoring and managing the operation of the regional transit system and supervising the transit management staff and drivers.
- Complete all necessary reports and data collection for submission to Transit Manager, Transportation Director and / or funding sources.
- Meet with various Human Service Providers (HSPs), civic organizations, and industry to promote the transit program in the ten-county region and attend meetings as necessary.
- Establish and proactively manage the necessary training, supervision, and performance of transit personnel.
- Maintain good communication with the Transit Manager, Transportation Director and management personnel from the Department of Transportation and Department of Human Services.

RESPONSIBILITIES/DUTIES

Responsibilities include but are not limited to the following:

- Assists in the development and operation of a comprehensive, regionally coordinated rural transit system.
- Manages all personnel within the transit delivery component of the Transportation Program.

- Coordinates all services related to the operation of the transit service such as schedules, driver training, maintenance, and customer service and program management.
- Assists with oversight of financial management of Transportation Department, specifically identifying and making recommendations in budget utilization, maintenance and fuel cost savings. Provides input and recommendations on reports and operations to improve efficiency.
- Responsible for fleet vehicle management, state and federal inspections and compliance.
- Collects data and submits reports as requested.
- Reviews performance of all transit-related staff and completes evaluation reports as needed.
- Assures all vehicles are in compliance with required rules and regulations established by GDOT and DHS.
- Contributes to the efficient operation of a transit program and shares all information with the Transit Manager and Transportation Director.
- Maintains a solid and effective working relationship with GDOT, DHS, HSP's and Commission staff to foster cooperation and coordination of activities.
- Supports development of training calendar and proactive training of all driving staff (PASS training, etc.).
- Ability to impart knowledge to transit staff on best practices, lessons learned.
- Performs any and all activities as assigned by the Transit Manager and Transportation Director.
- Contributes and encourages a positive teamwork approach to operation of the transit program.

Working Environment

- Maintains a pleasant working attitude and is considerate of fellow employees.
- Position requires flexibility and cooperation to handle a variety of tasks and duties as requested.
- Attend meetings as may be required.

Physical Requirements

- Driving throughout the region to monitor activities.
- Inspection of vehicles to validate driver maintenance.
- Extended travel time for meetings, training and program operations.

APPROVALS/ACKNOWLEDGEMENTS

Employee:	Date:
Supervisor:	Date:
Department Head:	Date:
Executive Director:	Date: