

# CITY OF SIMI VALLEY

## TRANSIT OPERATIONS MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under general direction, supervises and coordinates transit activities and operations including management of staff; ensures work quality and adherence to established federal, state and local safety policies and procedures; coordinates assigned activities with other divisions, outside agencies and the general public; and provides highly responsible and complex staff assistance to the Deputy Public Works Director/Transit.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Coordinate the organization, staffing and operational activities for the transit division.
2. Participate in the development and implementation of goals, objectives, policies and priorities; recommend and implement resulting policies and procedures; ensure the most efficient and effective delivery of services.
3. Establish schedules and recommend methods for providing transit services including overseeing and reviewing timelines and schedules; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
4. Direct, coordinate and review the work plan for assigned transit operations services and activities; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
5. Oversee transit operations including all transit safety programs; ensure compliance with applicable federal and state laws and regulations.
6. Supervise staff preparation for audits/inspections conducted by federal and state audit officials.
7. Oversee compliance with the State of California Department of Motor Vehicles Commercial Driver licensing and testing requirements; ensure testing complies with applicable rules, regulations and mandates.
8. Supervise and assist in the preparation of technical specifications for vehicle procurement.
9. Review and evaluate proposed construction projects and plans; identify impact to Transit operations; recommend and implement solutions.
10. Select, train, motivate and evaluate transit personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
11. Assist in managing employee and labor relations for the Transit Division; participate in the effective resolution of differences between management and labor including random

investigations of Transit Coach Operator driving records; document and report Negligent Operator points recorded against drivers for violations of transit laws; maintain accurate and complete driving record files.

12. Review complaints from the general public regarding transit operations; resolve problems in a timely, effective, and efficient manner; investigate transit accidents and incidents; prepare reports and maintain necessary records.
13. Participate in the development and administration of assigned program budget; forecast funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; recommend adjustments as necessary.
14. Provide staff assistance to the Deputy Public Works Director/Transit; participate on a variety of committees and commissions; prepare and present staff reports and other correspondence as appropriate and necessary.
15. Coordinate operations activities with those of other divisions and outside agencies and organizations.
16. Respond to the activation of the City's Emergency Operations Center (EOC) by coordinating the transportation of emergency personnel, resources, equipment and supplies; coordinate the City's Disaster Route Priority Plan.
17. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of wastewater treatment operations.
18. Perform related duties as required.

### **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **Knowledge of:**

Operational characteristics, services and activities of transit operations.

Transit and transportation compliance regulations.

Methods and techniques of transit compliance reporting.

Principles of municipal budget preparation and control.

Training requirements, methods, and techniques associated with the licensing and certification of Transit Coach Operators.

Public relation principles.

Office procedures, methods, and equipment including computers and applicable software applications.

Principles of supervision, training and performance evaluation.

Pertinent federal, state and local laws, codes and regulations including requirements of the Americans with Disabilities Act.

#### **Ability to:**

Operate all equipment used in transit operations.

Maintain operational compliance with local, state and federal transit regulations and laws.

Supervise, direct and coordinate the work of lower level staff.

Select, supervise, train and evaluate staff.

Develop, implement and modify operations safety programs.

Conduct random investigations of operational incidents.

Interpret and explain City transit policies and procedures.

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Prepare clear and concise reports.  
Read and interpret blueprints and plans.  
Prepare applications for federal grants.  
Operate office equipment including computers and supporting software applications.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

Safely operate passenger transit vehicles in accordance with applicable traffic laws.

**Education and Experience Guidelines** - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education/Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a related field.

**Experience:**

Four years of increasingly responsible experience managing and coordinating service-related operations, preferably in a transportation agency. Two years of supervisory/management experience is required, preferably in a union environment.

**License or Certificate:**

Possession of, or ability to obtain, a Verification of Transit Training certificate within six months of appointment.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Standard office setting; travel from site to site; exposure to noise, smoke, fumes, gases.

**Physical:** Sufficient physical ability necessary for sitting, walking or standing for prolonged periods of time; light to moderate lifting.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

**Hearing:** Hear in the normal audio range with or without correction.

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Johnson & Associates

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