

*Job Opportunity #2218*  
*Posted Monday, March 2, 2020 until filled*

*Position:* Operations Manager  
*Department:* Transit  
*Compensation:* \$24.46  
*Pay Grade:* 14E Exempt from Overtime

Definition: Under the general supervision of Transit Director and working directly with Budget Officer II is responsible for the overall service delivery and operations involved in planning, coordinating and supervising of daily operations; operational analysis and planning, routing and scheduling, maintenance and compliance with state and federal transportation regulations; evaluates services and programs and ensures the highest possible levels of service and efficiency; assumes the role of Acting Director when the Director is unavailable; performs related duties as required.

Typical Example of Duties:

- 35% Directly supervises Road Supervisor; ensures compliance with all applicable state and federal regulations to include those governing training, development, certification and licensures of drivers; coordinates equipment maintenance and safety programs in accordance with regulatory and policy and procedure requirements.
- 30% Directly supervises Dispatchers; oversees communication operations, makes recommendations to improve slack time, route development; ensures accuracy in manifests, logs and reports; ensures peak productivity and performance.
- 15% Evaluates and reviews current grants and service contracts; identify, investigate and pursue new grant options. Assists with development and maintaining annual budget and future funding options.
- 10% Ensure accurate recording of ridership data, verification of routes, verification of cash fares and reviews errors with personnel concerned; compile all data required for Black Cat Grant Management.
- 5% Directs various personnel actions including, but not limited to, hiring, firing, grievance processing, disciplinary actions and evaluations.
- 3% Assists with maintaining drug and alcohol testing program

- 2% Maintains building security. Monitors and maintains the computer network, telephone system and other communication equipment; gathers data, compiles information and prepares reports.

*Knowledge, Skills and Abilities:*

Knowledge of (1) business and operational aspects of the operation of a public transportation system; (2) effective supervisory methods; (3) planning and scheduling techniques; (4) departmental rules and regulations\*; (5) MS Office and/or comparable productivity software; (6) regulations pertaining to the day-to-day operation of a public transportation system;

Skill in (7) budget preparation and fiscal management; (8) the use of personal computers and related software applications; (9) employee development and performance management;

Ability to (10) add, subtract, multiply, and divide and to calculate percentages and decimal;

(11) exercise judgment, decisiveness and creativity; (12) supervise and train employees, to include organizing, prioritizing, and scheduling work assignments; (13) communicate effectively orally and in writing with others; (14) define problems, collect data, establish facts and draw valid conclusions; (15) prepare meaningful, concise and accurate reports.

\* developed after employment

*Suggested Training and Experience Requirements:*

Associate's degree (or an equivalent technical diploma/certification) in mass transit or a related field with three years of related experience; or any combination of education and experience that provides the requisite knowledge, skills, and abilities of this job knowledge, skills, and abilities for this job. Must hold and maintain a valid Ohio Driver's License, or its equivalent, with an acceptable driving record. Must pass pre-employment drug and alcohol tests, a pre-employment physical, and criminal background check.

*Additional Requirements:*

Must be a minimum of 18 years of age.

Must hold and maintain a valid Ohio Driver's License, or its equivalent, with acceptable driving record.

Must pass pre-employment drug and alcohol test.

This is a safety sensitive position and subject to random drug and alcohol testing.

Must pass criminal background check.

May work flexible schedule based on needs of agency.

Must pass physical requirements of the transit system.

Must be certified in CPR, First Aid and Passenger Assistance issued by an authorized agency.

Require vision (which may be corrected) to read small print.

Require mobility to stand, stoop, reach and bend.

Performs work which is primarily sedentary.

Is subject to inside environmental conditions.

Submit a Resume & ***Application for Employment*** to the Geauga County Commissioners Attention: HR Administrator #2218 470 Center Street Bldg. #4, Chardon, OH 44024. Details and application form at [www.co.geauga.oh.us/Notices/Jobs](http://www.co.geauga.oh.us/Notices/Jobs).