



Title: Transit Manager

FLSA STATUS: Exempt from overtime under the Fair Labor Standards Act (FLSA).

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from Public Works Director.

Exercises direct supervision over full-time, part-time, temporary and/or seasonal non-benefitted employees.

MINIMUM QUALIFICATIONS

- **Education:** Bachelor's degree in any field or equivalent education and experience to meet the minimum requirements.
- **Experience:** Minimum of five years progressively responsible related experience. Requires broad knowledge of complex systems and procedures.
- **Licenses/Certifications/Special Requirements:** Valid AZ Drivers License upon hire.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.
- Five years minimum of previous supervisory experience is preferred.

JOB SUMMARY

The purpose of this position is to manage all activities of the Transit Division for the Public Works Department, to support all administrative functions of the department and to represent the organization at local, regional and national organizations. This is further accomplished by developing operation and service plans, developing policies, procedures, goals, objectives and budgets, responding to questions and inquiries, and working with departments and outside agencies. Develops, administers and monitors all intergovernmental agreements and contracts for transit services including regional fixed route, paratransit and mobility programs. Initiates, coordinates and participates in writing, negotiating, reviewing, awarding, and administering regional transit service contracts. Administers, monitors and reviews federal grant activity and requirements related to all transit projects. Administers, monitors, reviews and recommends expenditures related to the Peoria Transit Tax. Initiates, coordinates, and/or participates in the procurement of city and regional transit related capital projects including vehicles, buses and transit related products and projects. Initiates, coordinates and/or participates in the preparation of local and regional transit system performance documents and studies. Prepares and coordinates service plans and cost estimates. Conducts and participates in the coordination of meetings with managers and professionals from contracted private sector companies, other public agencies, and city



City of Peoria

HUMAN RESOURCES

departments to address transit related issues, needs, or improvements. Prepares reports, makes recommendations, and assist in the administration of a comprehensive transit/transportation planning program. Creates and maintains strong relationships with individuals and organizations.

ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Manages staff by planning and prioritizing tasks, ensuring policy and procedure compliance, recommending changes and adjustments, monitoring staff performance and development.
2	Monitors all compliance activities by reviewing all regulatory guidelines, developing and administering policies and procedures, participating in working groups and compliance inspection reviews, and developing reports and documents.
3	Manages complaints by reviewing complaints and/or concerns, completing research, developing responses, implementing changes or resolution, identifying staff training, and providing customer responses.
4	Completes staff development and training by identifying opportunities, coordinating schedules, working with vendors, and maintaining records.
5	Manages budgets and grants by forecasting revenues and expenditures, presenting proposals for approval, ensuring grant eligibility, completing reports, submitting applications, participating in audits, authorizing payments and monitoring expenditures for recommended adjustments.
6	Represents the organization by participating on committees, providing technical support, providing documents and data, and presenting information.



PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with “X”					
The physical demands described here 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 functions.					
Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Work Environment for this position is indicated below with “X”					
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
Office	Outdoors	Vehicle	X	Office and Field/ Plant/ Warehouse	X
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.	Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.		The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation	

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, printers, scanners, copy / fax machine, calculator, smart phone, vehicle, maintenance equipment and related software.

PROTECTIVE EQUIPMENT REQUIRED:

Hard hat.