

## POSITION DESCRIPTION

Title: Transportation Manager  
Department: Fayette Transportation  
Job Analysis: Initial

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

### Relationships

Reports To: Mayor  
Subordinate Staff: Bus Drivers  
Internal Contacts: City Council, City Clerk, City Mechanic, Police Chief, Employees of City  
External Contacts: General Public, Business Community, Alabama Department of Transportation, Federal Transit Authority, Department of Safety, Insurance Companies, State, Local and County Law Enforcement, Chamber of Commerce's, and Social Service Agencies  
Status: Classified/Exempt

### Job Summary

Prepares and maintains county and federal budgets yearly for Section 5311 Rural, and other federal grants for funding. Must understand state bid laws, federal register and state and federal audit procedures. Generates revenue by marketing and selling transit services to potential customers, local population, businesses, social service agencies and organizations by conducting workshops and giving presentations. Attends meetings, conferences and workshops relating to the job to promote public transportation and the City Council and to bring back new, innovative ideas. Develops new routes and supervises staff working hours, leave time and signs timecards. Activated during emergencies for assisting in City evacuation with Emergency Management. Answer all incoming telephone calls and handle them professionally and appropriately. Correctly book all passenger trips by collecting all pertinent data from caller, entering information into computer, assigning trip to a route, and the route to a driver. The information is used to generate trip manifests for each driver for the next day. Responsible for collecting correct data, confirming that the driver knows their schedule for the next day, and receives their manifest. Assists Drivers with questions regarding driver manifest and other passenger

information. On occasion, fill in for the bus driver. Must be willing to perform other duties as deemed necessary by management.

### **Job Domains**

#### **A. Supervisor**

1. Oversees the overall operation of Fayette Transportation.
2. Answer all incoming telephone calls and radio calls in a professional manner.
3. Accurately record all incoming calls on Telephone Log.
4. Book all trips for passengers and create manifests.
5. Communicate clearly and effectively with drivers and the public.
6. Assist Drivers with questions regarding manifest and other passenger information.
7. Accurately schedule and cancel trips.
8. Oversees all department personnel ensuring staff follow city policies and procedures.
9. Ensures staff handles the public professionally and equally.
10. Ensures driver prepares neat accurate and reports on time.
11. Signs off on timecards of employees, scheduling work hours, lunch times, and leave times, travel, etc.
12. Interviews new hires, temporary staff, and volunteers.

#### **B. Management**

1. Plans budget for Fayette Transportation Department
2. Plans and schedules bus routes.
3. Oversees grants relating to transportation (i.e.--FTA Section 5311 Rural, & Other Federal Grants).
4. Oversees marketing program to promote the transportation program.
5. Maintains up-to-date office policies and procedures.
6. Prepares cost analysis for consumers and prospective consumers.
7. Prepares cost analysis to ensure full cost recovery on contract services.
8. Prepares cost analysis on all routes to ensure efficiency of routes.
9. Prepares grants, budgets, and reporting as required for grants and the city council.

#### **C. Public Relations/Service**

1. Plans and conducts public transit awareness events.
2. Gives presentations to churches, civic, clubs and social services.
3. Develop and write public service announcements for newspaper, and radio in relation to the job.
4. Attend workshops and conferences in relation to the job.

### **Knowledge, Skills and Abilities**

(Any item with an asterisk will be taught on the job.)

1. Skills to converse with agency personnel and the public.
2. Math skills to compute and understand basic arithmetic functions.
3. Accounting skills for budget preparations and analysis.
4. Skills to neatly and clearly complete various records and reports.
5. Skills to understand reports, instructions, and correspondence.
6. Interpersonal skills to manage and coordinate various resources.
7. Computer skills to work accurately and effectively with Excel, Microsoft Word, and other software programs. Able and willing to learn new computer programs when necessary.
8. Knowledge of various social service agencies and organizations.
9. \*Knowledge of Federal, County and department rules, regulations, policies, and procedures.

### **Other Characteristics**

1. Willing to work non-standard hours as necessary for festivals and special events.
2. Handle stressful situations calmly and professionally.
3. Activated during emergencies for assisting in City evacuation.
4. Willing to travel to meetings and seminars as necessary.
5. Must have own automobile.
6. Other duties as deemed necessary.

### **Physical Qualifications**

1. Must have 20/40 vision or better with corrected lenses.

### **Minimum Requirements**

1. Must have a current driver's license.
2. Criminal background check authorization required.
3. Experience with operating computer software programs.
4. Experience or appropriate training in social services.
5. Experience in public speaking, supervision, and scheduling.
6. Experience in business, marketing, or logistics.
7. Pre-employment drug screening, random drug screening and post-accident drug and alcohol screenings are required.