Operations Manager

Clinton Transit - Public Transportation (Bus) – Saint Johns, MI

PURPOSE: The Operations Manager is a full-time position which functions under the supervision of the General Manager. The Operations Manager is responsible for the day to day operations of Clinton Area Transit System (“Clinton Transit”) functions, including overall development and supervision of operations and maintenance. The Operations Manager assists the General Manager in the development and administration of Clinton Area Transit System for the purpose of effectively and efficiently providing public transportation to the people in Clinton County.

ESSENTIAL JOB FUNCTIONS:

Supervision of Operations:
Assist in the development of operational procedures under supervision of the General Manager.
- Overseeing dispatch, routing, tracking and other operations related to buses, drivers, and passengers.
- Analyzing and problem resolution of specific roads and address conditions affecting drivers and buses.
- Oversight of CDL requirements and Drug & Alcohol program.
- Act as liaison between management and operation personnel concerning work rules, procedures, and policies.
- Responding, assessing, and making decisions regarding accidents involving Clinton Transit’s vehicles. Making final decisions regarding emergency situations.
- Performing related duties and assisting the General Manager as needed.

Supervision of Maintenance:
- Oversight of a bus preventive maintenance program, including oversight of maintenance personnel performing routine replacement, and repair according to procedure.
- Participating in the interviewing and hiring process of maintenance personnel and orienting new staff.
- Supervising mechanics in complying with safety and security procedures.

Head Trainer:
- Oversee training program for drivers, dispatchers, and mechanics.
- Assisting in the development of office training programs as needed.
Reporting and Recordkeeping:

- Maintaining personnel and medical files for all employees.
- Maintaining files for accident and incident reports.
- Maintaining documentation of verbal or written instructions to drivers.
- Generating and maintaining documentation and reports to support day-to-day operations of Clinton Transit as needed.
- Maintain records and reporting for Drug & Alcohol program.

Safety:
Developing and complying with safety and security procedures.

- Reporting incidents immediately to appropriate staff members for recordkeeping.
- Informing the General Manager of potential problems which may be hazardous.
- Complying with Drug and Alcohol program.

NON-ESSENTIAL JOB FUNCTIONS

Driver and Dispatcher:

- Drive the bus as needed according to Driver job description. The Operations Manager position requires a “Commercial driver's license class C and P endorsement, or the ability to obtain with 30 days of hire”.
- Dispatch as needed according to the Dispatcher job description.

QUALIFICATIONS:

Required Education and Equivalent Work Experience:
Bachelor’s Degree in Business or Public Administration or four years previous supervisory work experience in public transportation.

Special Skills:

- Ability to deal with the public tactfully and courteously.
- Ability physically and mentally to perform the duties of the position without excessive absence.
- Excellent computer and word processing skills.
- Ability to oversee an effective training program for drivers and dispatchers.
- Excellent analysis and organizational skills.
- Good knowledge of electrical and motorized equipment and basic maintenance functions.
- Ability to analyze and solve operation related problems.
- Ability to develop operational programs resulting in efficient, effective, and safe public transportation to the residents of Clinton County.
- Ability to work positively with other people regarding planning and implementation of public transit service by Clinton Transit.
- Ability to understand and perform basic management financial duties.
This position is full-time with benefits, starting at $46,000 to $49,777. Benefits include medical, dental, vision, and Simple IRA with employer match up to 3%.

Please submit a cover letter and resume to schuttm@clintontransit.com.

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*