



**Rogue Valley Transportation District  
JOB OPPORTUNITY  
January 10, 2025, through January 20, 2025**

**Title:** Transportation Manager  
**Department:** Transportation  
**Reports To:** Operations Manager  
**FLSA Status:** Exempt  
**Salary:** \$4621.60 to \$5617.60 Bi-Weekly

### **SUMMARY**

Under general direction of the Operations Manager, 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 Operations Manager.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

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

#### **Hiring and Training**

1. Participate in the selection of transportation personnel; motivate and oversee the training and evaluations of staff; provide or coordinate staff training.
2. Participate in the development and implementation of goals, objectives, policies, and priorities; recommend and implement resulting policies and procedures to ensure the most efficient and effective delivery of services.
3. Supervise the District Training Specialist to implement training programs.

#### **Supervisory/Operational**

4. Coordinate the organization, staffing and daily operational activities for the transportation division; manage transit operations in a legally compliant (e.g. Americans with Disabilities Act) manner.

5. Establish schedules and recommend methods for providing and improving safe and efficient transit services including overseeing and reviewing timelines and schedules; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
6. Direct, coordinate and review the work plan for assigned transit operations services and activities; assign work activities and projects; monitor workflow; and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
7. Review and evaluate proposed detour notification for road projects or events; identify impact to transit operations; recommend and implement solutions.
8. Supervise and delegate work assignments to all employees within the Transportation Division including the Transportation Supervisor, Field Supervisors, District Trainer, Dispatchers and Customer Service Agents with assigned duties as needed.
9. Assist in managing employee and labor relations for the Transportation Department; participate in the effective resolution of differences between management and labor.
10. Responsible for the creation and management of the Transportation Divisions budget.

### **Safety**

11. Oversee transit operations including all transit safety programs; ensure compliance with applicable federal and state law and regulations.
12. Supervise staff preparation for audits/inspections conducted by federal and state audit officials.
13. Oversee compliance and administration with the State of Oregon, Department of Motor Vehicles commercial driver licensing and testing requirements; ensure testing complies with applicable rules, regulations, and mandates. Maintain Coach Operator CDL and DOT medical cards ensure records are current and accurate. Schedule appointments with Occupational Health for recertification physicals, and coordinate department employees during random drug screening periods to provide adequate shift coverage.
14. Maintain work related safety awareness activities and respond to employee accidents or injuries. Initiate and/or conduct investigations into causes of accidents, interview operators, other employees, or other non-RVTD personnel concerned and report information to safety committee. Review completed operator DMV accident reports.

15. Review complaints from the public regarding transit operations and/or safety violations; resolve problems in a timely, effective, and efficient manner; investigate transit accidents and incidents; prepare reports and maintain necessary records.
16. Conduct investigations of Transit Coach Operator driving records; document and report Transit Operator's safety violation and/or Oregon traffic laws; maintain accurate and complete driving record files; work with employees to correct deficiencies; implement disciplinary measures up to and including termination as necessary.
17. Investigate and resolve Transit Coach Operator and CSD Agent security issues including passenger incidents and complaints; issue service denials and/or citations when appropriate following rules and regulations of Ordinance No 8.

### **Coordination**

18. Provide staff assistance to the Operations Manager; participate in a variety of committees and commissions; prepare and present staff reports and other correspondence as appropriate and necessary.
19. Coordinate operations activities with those of other departments and outside agencies and organizations.
20. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of transit operations.
21. 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 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 budget preparation and control.
- Training requirements, methods, and techniques associated with the licensing and certification of Transit Coach Operators.
- Public relations principles.
- Office procedures, methods and equipment including computers and 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:**

- 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 investigations of operational incidents.
- Interpret and explain the District's policies and procedures.
- Prepare clear and concise reports.
- Operate office equipment including computers and supporting software applications, i.e. Microsoft Office
- Communicate clearly and concisely both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Solve problems at a high level with a minimum of direction, and deal with a variety of everyday variables in situations where there is only limited standardization.
- To interpret a variety of complex instructions that may be furnished in written, oral, schedule or other form.

### **EDUCATION and/or EXPERIENCE**

***Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain 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 transit agency. Two years of supervisory/management experience is required, preferably in a union environment.

### **LICENSE or CERTIFICATION**

- Valid Oregon Driver's License
- DMV "court report" of driving record.
- Possess a valid Oregon commercial driver's license (CDL) with air brake and passenger endorsement or be able to obtain one within 120 days after hire.
- Must pass required pre-employment physical and FTA drug screen.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*Reasonable accommodation(s) may be made to enable individuals with disabilities to perform the essential functions.*

### **Environment:**

- Standard office setting; field environment; travel from site to site; exposure to noise, fumes, and gases.

### **Physical:**

- Essential and marginal functions may require maintaining physical condition necessary for sitting, walking, or standing for prolonged periods of time, light to moderate lifting.

### **Vision:**

- See in normal vision range with or without correction; vision sufficient to read computer screens and printed documents.

### **Hearing:**

- Hear in normal audio range with or without correction.

## **WORK ENVIRONMENT**

This description is representative of the characteristics an employee encounters while performing the essential functions of the job. Noise levels in the work environment are usually low, with some periods of moderate noise, as normal in a typical office environment. Work is normally performed in an office environment with air conditioning and heating. Will occasionally perform duties in a mechanical shop, or in an outdoor setting.

There are no other significant environmental factors.

**HOW TO APPLY:** Those interested may apply online at:

<https://rvtd.org/about/employment-opportunities> or obtain an Employment Application from Human Resources – RVTD Administration Building, 101 S. Front Street, Medford, OR 97501, or email Lynn Dufur, HR Manager at: [ldufur@rvtd.org](mailto:ldufur@rvtd.org).