



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
JOB POSTING #2020-09**

CLOSING DATE: OPEN UNTIL FILLED

Job Title: Director of Transportation

FLSA Status: Exempt

Grade: 36

Work Location: 5658 Bear Lane

Department: Transportation

Report To: Managing Director of Operations

Salary: \$95,997.95-\$156,463.76 (*Min-Max Annual Salary*)

General Summary: Under general supervision of the Managing Director of Operations, assists to ensure safe, reliable and courteous service to the public, and assists in coordinating the daily operational and administrative tasks of the Transportation Department.

Essential and Marginal Job Functions: Essential and other important responsibilities and duties that must be performed, with or without reasonable accommodation may include, but are not limited to, the following:

- Coordinates and develops programs, policies and procedures for delivery of all transportation services and make recommendations for improved service reliability and safety.
- Manages Transportation Administrator group.
- Assists Managing Director of Operations with special assignments and projects.
- Coordinates Bus Operator periodic meetings.
- Manages personnel including hiring, training and development, performance appraisals, counseling, and disciplinary actions.
- Maintain documentation on grievances and/or terminations.
- Coordinates with Service Development staff in developing services, conducting general run selections and schedule changes.
- Develops and administers the department's budget.
- Conducts on-board and street assessments of Transportation activities
- Prepares reports of operating conditions or others as required by management or regulatory agencies in a complete and accurate form and submits on a timely basis.
- Assists Transportation Administrators in monitoring attendance.
- Responsible for assisting in ensuring operator and public safety by checking for unsafe work habits.
- Addresses and follows up on CAF complaints.
- Assists in coordinating effective and timely pull-outs and pull-ins, premises security and pre-tripping requirements.
- Organizes, attends and/or oversees meetings arranged by the Managing Director of Operations. Represents the Managing Director of Operations in his/her absence.
- Provides research and investigation of transit issues related to new innovations and best practices.
- Prepares reports assessing quality control in the Transportation Department.
- Makes presentation on recommended procurements and other activity reports to Board of Directors as directed.
- Assists in the development of specifications, review of responses to formal proposals, and requests for information and approved equals.
- Assists in special projects as directed.
- Provides an independent assessment and inspection of service delivery on an as-needed or random basis. Prepares reports to the Managing Director of Operations on observations.
- Meets with department personnel to discuss issues related to their needs and concerns.
- Maintains open and effective lines of communication with RTA peers, superiors, subordinates, and customers regarding status and progress of departmental activities, assuring timely consultation on priority items, actions, and other matters of mutual concern.
- Assists in the development of Quarterly sessions for Operations staff.
- Manages designated staff.
- Participates in leadership development programs as identified by the RTA.
- Complies with Regional Transportation Authority policies and procedures and local, state and government regulations.
- Maintains confidentiality regarding all RTA related business information and personnel issues.
- Establishes & maintains effective and professional working relationships with those contacted in the course of work.
- Performs other job related duties and responsibilities as assigned.

It is the RTA's business philosophy and practice to provide reasonable accommodation to the known physical or mental disabilities of qualified individuals, according to applicable state and federal law. To request a reasonable accommodation regarding application for employment or the performance of the essential functions of your job, please contact the Human Resources Department at (361) 289-2712.

Qualifications include:

Knowledge of:

- Transportation scheduling, routing, and vehicle operations.
- Effective administrative, time management and supervisory skills;
- Demonstrated superior verbal and written communication skills;
- Demonstrated problem solving skills; and
- Correct English usage, spelling and vocabulary.

Ability to:

- Ability to plan, organize and prepare technical statistical reports.
- Learn bus and van routes and transit rules and regulations;
- Interact courteously and effectively with a diverse internal customer base;
- Work immediately before, during or immediately after an emergency as required as part of the RTA's Emergency Response Team to provide emergency services to the general public during emergency situations;
- Communicate effectively both verbally and in writing;
- Willingly foster a positive work environment;
- Maintain a dependable attendance record;
- Make effective presentations to the Board of Directors and other parties
- Understand and follow oral and written instructions; and
- Comply with Regional Transportation Authority policies and procedures.

Skills:

- Effective oral and written communication skills;
- Customer Service skills; and
- Bilingual skills, in Spanish, are preferred.

Experience and Training Requirements:

This position requires any equivalent combination of the following training, education and experience that provides the individual with the required knowledge, skills, and abilities to perform the job.

- **Education:** Bachelor's Degree in Management, Business Administration or a related field. Master's Degree preferred.
- **Experience:** Minimum of six (6) years-experience in a related field, preferably in the transportation industry, including four (4) years supervisory experience.
- **License or certificate:** Must possess a valid Texas Driver's License on the date of application as required for position. Ability to obtain Commercial Driver's License within 60 days of employment as required for position to operate RTA vehicles.
- **Other Requirements:** Must be at least 18 years of age. Any job offer and continued employment is contingent upon completing and passing a pre-employment job agility evaluation, Department of Transportation physical, drug and alcohol screen and background investigation with not more than two moving violations or accidents in the past three years, no more than one DWI/DUI in a lifetime, and no DWI/DUI in the past five years.

Working Conditions and Physical Requirements:

Works primarily in a typical, climate controlled office environment. Average amount of overtime and extended work hours are required. The noise level in the work environment is usually moderate. While performing the duties of the job, the employee occasionally works in outside weather conditions. Standard physical activity includes, but is not limited to, sitting, standing, and walking activities. Essential and marginal functions require maintaining physical conditions necessary to carry/lift/push or pull loads up to 10lbs.