

DIRECTOR OF TRANSIT OPERATIONS

DISTINGUISHING FEATURES OF THE CLASS: The incumbent is responsible for overseeing the day-to-day operations of the Broome County Department of Public Transportation in a safe, efficient and economical manner. The position does not involve the supervision or direction of the repair of buses or equipment. Work is performed under the general direction of the Commissioner of Public Transportation with leeway allowed for the exercise of independent judgment. Supervision is exercised over all staff assigned to the Operations Division. Does related work as required.

TYPICAL WORK ACTIVITIES:

Directs and supervises assigned staff in the safe and efficient operation of transit coaches and para transit vans;

Participates in the selection and training of Coach Operators, Para Transit Van Operators and Transit Supervisors by interviewing candidates and recommending hiring, promotion, discipline and termination to the Commissioner;

Ensures that subordinate staff conform to requirements of law and the policies of the transit system including Drug and Alcohol Training and Testing;

Investigates and responds to complaints regarding bus routes, bus stops bus scheduling and transit operations personnel, and takes appropriate corrective actions;

Investigates bus accidents by eliciting, analyzing and recording facts, conditions and circumstances of the accident and evaluating the situation;

Prepares accident reports for submission to the Commissioner of Public Transportation and the Manager of Risk and Insurance, and makes recommendations for effective improvement;

Schedules assigned staff to assure adequate coverage for both regular and special activities including the Bus Roadeo;

Prepares a preliminary Operation Division budget along with justifications for submission to the Commissioner;

Responds to emergencies and organizes staff to cope with indicated needs;

Receives inquiries about extra service coaches and provides cost information based on pre-established charge schedules and arranges payment for both coach and driver for the agreed upon trips;

Operates a variety of equipment such as AV equipment, radios and coin sorters;

Develops new transit routes and time schedules, as well as modifies existing ones;

Administers road tests and trains new drivers;

Prepares and oversees bidding procedures for vacations and runs;

Develops and maintains a program of safety education and training for the department which includes bulletins, manuals, contests and other safety awareness information;

Maintains records and reports necessary for efficient operation of the division;

May assist in preparing grant proposals for operating assistance by compiling necessary data;
May assist in contract negotiations with the union by serving as a resource person for the County.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the geography of Broome County;
Good knowledge of the New York State Vehicle and Traffic Law and the rules and regulations pertaining to coach operation;
Good knowledge of the principles and practices used in bus scheduling and routing;
Good knowledge of the union contracts pertinent to transit employees;
Working knowledge of governmental budget preparation procedures;
Working knowledge of automotive terminology;
Ability to organize and conduct both driver training and safety courses;
Ability to operate a transit coach;
Ability to plan and supervise the work of others;
Ability to maintain efficiency and harmony in working relationships among subordinates;
Ability to communicate, understand and execute oral and written instructions;
Ability to prepare budgets and estimates;
Ability to deal effectively with the public;
Courtesy;
Tact;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and five years experience in one or more components of a transportation system such as operations, scheduling, dispatching, etc., two years of which must have been in a supervisory capacity.

NOTE: Education beyond high school in transportation, business administration, transportation management or a closely related field may be substituted for the required non-supervisory experience on a year-for-year basis.

SPECIAL REQUIREMENTS:

- 1) Possession of the appropriate Motor Vehicles Operator's License at time of appointment.
- 2) Certification as a 19A motor vehicle examiner issued by New York State within 6 months of appointment.