



Rev 03/09/18

**Description:** Fixed Route Safety & Training Manager

**Reports To:** Director of Operations

**Location:** Kingston

**Hours:** Mon-Friday 9-5

### **SUMMARY DESCRIPTION**

Assures the efficient operation, safety and training of the Fixed Route division of LCTA. Provides support to operations employees to ensure adherence with organizational goals, practices and procedures, and all compliance standards and requirements. Assists the Director of Operations in compiling, organizing, and reporting required information internally as well as for other governmental agencies.

### **REPRESENTATIVE DUTIES**

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Monitors all phases of fixed route operations, includes reporting of hazardous conditions, emergencies and accidents.
2. Supervises and evaluates performance of assigned drivers, including participating in selecting of applicants, and disciplinary actions. Ensures adequate communication between drivers and management to make best use of resources.
3. Conducts routine checks of operators to include schedule and route adherence, proper signage, traffic relations, safety, uniform compliance, physical condition, attitude, fare collection, and documentation.
4. Evaluates schedules and conducts passenger counts in accordance with the National Transportation Database, (NTD) requirements.
5. Monitors the radio system, on-board Transit Video Camera System, cell phones, and the two-way phone systems ensuring that safety and security regulations are in place daily.
6. Provides, complies Act 44 data to the Operations Director.
7. Provides support to Dispatch area by providing on-street supervision as needed to bus drivers to ensure compliance and to assist with problems, assists with redirecting unruly passengers, suggests alternate routing due to construction, accidents or inclement weather.
8. Supports the dispatchers by ensuring that all runs are filled by bus drivers according to schedule, assigns extra board drivers, distributes assignments and instructions.
9. Responsible for monitoring implementation of LCTA safety procedures. Participates in LCTA safety committee(s).
10. Performs other duties as assigned.

### **QUALIFICATIONS**

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

#### **Knowledge of:**

Considerable knowledge of geographic service area and all types of buses and vans operated by LCTA.

Thorough knowledge of both LCTA and other governmental rules, regulations, policies, and reporting requirements.

#### **Ability to:**

Manage and direct programs and activities of the Operations Department.

Develop and administer departmental goals, objectives and procedures.

Analyze and assess programs, policies and operational needs and make appropriate adjustments.

Identify and respond to sensitive community and organizational issues, concerns and needs.

Select, train and evaluate staff.

Prepare clear and concise operational reports.

Interpret and apply applicable federal, state and local policies, laws and regulations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Ability to utilize various computer software, radio equipment, video systems, and other standard office equipment.

**Education and Experience Guidelines** - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education/Training:**

HS Diploma, an Associate's or Bachelor's degree from an accredited college or university with major course work in Public Administration, Business Administration, Business Management or a related field.

**Experience:**

Two years of increasingly responsible experience in public transportation or related experience, preferably in a public agency setting, including 1 year of management responsibility.

**License or Certificate:**

Valid PA Class B Commercial Driver's License (CDL) with air brake and passenger endorsements.

**PHYSICAL DEMANDS AND WORKING ENVIROMENT**

The following is a representation of conditions that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Availability**            Must be able & available to work beyond normal hours.
- Travel**                    Occasional travel is required including to multiple LCTA locations.
- Environment**            Standard office setting as well as exposure to cramped and dusty settings.
- Physical**                    Sufficient physical ability to work in an office, operate class B vans and buses.
- Vision**                     See in normal visual ranges with or without correction, sufficient to read and operate motor vehicles.
- Hearing**                    Hear in the normal audio ranges with or without correction.

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| <b>Prepared By</b>   | <b>Norm Gavlick</b> |
| <b>Approved By</b>   |                     |
| <b>Date Approved</b> |                     |