



FULL TIME OPERATIONS MANAGER

At Transpo, we are changing the way public transportation moves in our community with new energy efficient vehicles, a state-of-the-art LEED Platinum certified transit facility and innovative leadership. We are looking for employees who like to be challenged, work in a fast-paced environment and have a passion for our mission and core values.

POSITION DESCRIPTION *(NOT ALL-INCLUSIVE)*

This key position reports to the Director of Operations and assists with fulfilling the daily operations of the department including, but not limited to route supervision, staff and operator supervision for fixed route and paratransit service, effective communication with internal and external customers, coaching employees for optimal performance, managing the department in the absence of the Director of Operations, complying with all company policies and managing the operations within the department budget.

QUALIFICATIONS *(NOT ALL-INCLUSIVE)*

- ✓ Bachelor's degree
- ✓ A minimum of two years supervisory and / or management experience; experience in public transportation or related industry is a plus
- ✓ Demonstrated experience with applicable federal, state and local regulatory agencies
- ✓ Exceptional written and verbal communication skills
- ✓ Proven customer service and interpersonal skills
- ✓ Demonstrated computer skills and experience with Microsoft Office; ability to learn new technologies including industry-specific software applications
- ✓ Ability to analyze data, generate reports and present information in a professional manner
- ✓ Must be able to work flexible day and evening hours, including weekends and holidays
- ✓ Must have Class B, or higher, CDL with passenger and air brake endorsements
- ✓ Ability to interact professionally with internal and external customers and stakeholders; able to work well with diverse groups
- ✓ Other duties as assigned

Interested candidates may submit a cover letter and resume with salary requirements to Tracy Davis, Director of Human Resources, tdavis@sbtranspo.com
