



## **TRANSIT MANAGER**

Full Time Benefits Apply

Salary Range: Dependent Upon Qualifications

Virginia Regional Transit is seeking a full time Transit Manager for its Culpeper, VA office. Under the guidance of the Director of Operations, the Transit Manager will be responsible for overseeing a system-wide transportation program including fixed routes, demand response / ADA service and other transit related services in the Central Region. The Transit Manager will direct the supervisor, support staff and vehicle operators to conduct an effective transit program with a high level of service in a cost effective manner.

This position is responsible for the following duties: develop, monitor, review and implement strategies that improve operations. Provide the Director of Operations analytical reports related to operations functions, ensure company complies with all service requirements, including contracts and agreements, and local funding partners to provide highest level of service, coach employees on a regular basis, oversee customer service functions, ensure compliance with regards to performance, safety standards and retention programs. Coordinate new hire orientation, administer staff development training programs, conduct annual evaluations for assigned employees and review, approve or decline electronic timesheets and PTO requests. Conduct accident investigations to include all required records and must possess a working knowledge of rural transit system delivery and corresponding federal, state and local regulations such as ADA and Title VI. Attend Board of Director meetings at the discretion of the Director of Operations. Serve as a substitute for all assigned staff including support staff and drivers. Must possess supervisory skills.

**Job Requirements:** Bachelor's degree in Government, Planning or Business Administration or the equivalent experience, plus five years of related experience.

**Post Conditional Offer Contingencies:** Employment is contingent on a CDL B license with airbrakes and school bus and passenger endorsement or ability to obtain within 90 days of employment.

Employment is contingent on satisfactory results of a background check, pre-employment drug screening, driving record check, and a valid driver's license in the state of Virginia or nearby state of residence.

**To Apply:** Submit a letter of interest to Human Resources by **February 20, 2019**.