The City of Chillicothe Civil Service Commission is accepting applications to establish an eligibility list for the following positions:

**OPERATIONS MANAGER**

**TRANSIT DEPARTMENT**

**STARTING SALARY $52,000- $57,000**

**APPLICATIONS ACCEPTED: August 18th – September 1st, 2021**

Applications are available on the City of Chillicothe’s website: [https://www.chillicothe.com/departments/human_resources.php](https://www.chillicothe.com/departments/human_resources.php)

**NATURE OF WORK:**

Works under the direction of the Transit Director. Assists the Transit Director in training, supervising and evaluating Transit Operators. Responsible for collecting maintaining various operating information and reports. Assists in dispatching drivers and equipment, knowledgeable in daily scheduling of transit services, ensures safety of transit vehicles and equipment, and provides other support functions as necessary.

**ESSENTIAL JOB FUNCTIONS:**

Oversees transit operations including all transit safety programs; maintains performance standards and ensures compliance with applicable Federal and State laws and regulations.

Participate in the development and implementation of goals, objectives, policies, and priorities; recommend and implement resulting policies and procedures; ensure the most efficient and effective delivery of services.

Establish schedules and recommend methods for providing transit services including overseeing and reviewing timelines and schedules; identify and review resource needs with Transit Director.

Coordinates and directs daily transit activities including direct supervision and counseling of all bus operators and shift leaders.

Performs field service inspections; notifies transit operator of improper driving practices; passenger complaints and other service problems; documents employee performance.

Provide driver training for new hires and refresher for current employees.

Assists with data collection and works with Transit Clerk, Transit Secretary and RossGo Coordinator to provide Director with the necessary information for reporting.

**REQUIRED EXPERIENCE/TRAINING:**

High School Diploma or GED

Minimum of three years' experience in public transportation or minimum three years of supervisory experience in any field

Proficient in Microsoft Office programs

Maintain an acceptable driving record and insurability under City's fleet policy

**PREFERRED QUALIFICATIONS:**

Possess operator’s license (CDL with passenger endorsement)

Bachelor’s Degree in related field

A full job description is available in the Human Resources Office.

*The City of Chillicothe is an Equal Opportunity Employer*