

# SOUTHEAST ALABAMA REGIONAL PLANNING AND DEVELOPMENT COMMISSION (SEARPDC)

## JOB DESCRIPTION

Job Title: Assistant Transportation Director

Department: Transportation

FLSA:

Grade:

Safety Sensitive: Yes

Security Sensitive: No

Job Description Prepared: November 2021

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

### Relationships

Reports to: Transportation Director

Subordinate Staff: Dispatchers

Internal Contacts: Human Resources; Accounting Department; Executive Director

External Contacts: General Public; Alabama Department of Transportation (ALDOT); Consultants; Economic Development; Local Municipalities; United Way; Dothan Housing Authority; Career Center; CDC; Alabama Department of Human Resources (DHR); Alabama Department of Health (DPH); Chambers of Commerce; Regional Planning Agencies; Contractors; Vendors; Alabama Law Enforcement Agency (ALEA); Local Social Service Agencies; Local City and County Officials; Federal Highway Administration (FHWA); Federal Transit Administration (FTA); U.S. Department of Transportation (DOT)

## Job Summary

Under the direction of the Transportation Director, the employee oversees the daily management and operation of drivers, including monitoring, scheduling, conflict management and disciplinary action. The Assistant Director of Transportation facilitates the efficient and effective services of the Transportation Department and the Wiregrass Transit Authority. The employee directs the daily operations to include responding to requests for services, providing organization and development of routes, and scheduling of services. The employee also maintains and collect data, maintains paperwork, and monitors routes and schedules to assist in the administration process. The employee oversees the maintenance program for all vehicles assigned to provide safe and efficient transportation services. The employee works with and engages with local communities and agencies to aid in the implementation of transportation planning efforts. The employee provides administrative and operational guidance to the Transportation Department and supervises staff. This job is considered safety-sensitive and is subject to a pre-employment background check and random drug screens.

## Essential Functions

**ESSENTIAL FUNCTIONS:** The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the Americans with Disabilities Act (ADA) must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

**ESSENTIAL FUNCTION: Supervision and Administration. Plans, sets priorities, organizes, and directs the activities of staff personnel engaged in the Transportation Department and provides proper administration of the Transportation office.**

1. Supervises the daily operations and management of subordinates to include monitoring, scheduling, conflict management and disciplinary action.
2. Maintains required personnel records on all staff in conjunction with Human Resources.
3. Performs annual appraisal of drivers following prescribed guidelines.
4. Reviews appraisals with employees and Transportation Director.
5. Reviews applications, conducts interviews and related activities for selecting personnel for the Wiregrass Transit Authority in conjunction with Transportation Director.
6. Forwards all recommendations for employment actions to Transportation Director for approval.
7. Receives daily worksheets and money from drivers; completes deposits and forwards to Accounting as soon as received.
8. Coordinates random drug and alcohol screenings.

9. Monitors, tracks, conducts, and schedules training to ensure employees are properly trained; provides resources for training and development of personnel in all positions.
10. Plans, assigns, and reviews work of the staff.
11. Schedules and attends staff meetings.
12. Assists staff with problems in the performance of their duties.
13. Prepares performance appraisals on supervised staff following established protocol and guidelines; reviews appraisal with staff.
14. Trains and orients new employees.
15. Maintains secured personnel files on all staff.
16. Maintains and enters information into computer in the ALDOT Transit Reporting System.
17. Makes purchases on behalf of the department; procures purchase order numbers.
18. Monitors, tracks, and approves time sheets for departmental employees.
19. Monitors and approves leave.
20. Ensures subordinates know the process of requesting leave.
21. Ensures DOT physical cards are updated.

**ESSENTIAL FUNCTION: Transportation Operations and Administration. Develops and manages transportation planning options for member organizations, collects and maintains data, monitors routes and drivers, and collaborates with the Transportation Director to aid in the efficiency of program administration**

1. Receives phone requests for transportation and schedules them for the requested times.
2. Receives passenger rosters from social service agencies and develops routes to support transportation contracts.
3. Schedules busses, drivers, and passengers to provide the most efficient possible public transportation.
4. Dispatches trips, as necessary.
5. Investigates traffic accidents and safety violations with Transportation Director.
6. Works closely with the Transportation Director to solve problems and provide assistance.
7. Reviews bus tapes to check for safety issues or to investigate complaints.
8. Maintains and collects data required by contracting agencies.
9. Maintains paperwork relating to vehicle operation including, time and mileage sheets, mileage/passenger information, vehicle inspection sheets and work sheets.
10. Responsible for monitoring routes and drivers' schedules, working with social service agencies to disseminate information to clients and riders.
11. Responsible for collating driver's data to assist in the preparation of invoices to agencies whom service contracts are in force and for preparing required feeder reports for the Alabama Department of Transportation.

12. Maintains training records and conducts "check rides" to evaluate prospective drivers.
13. Runs reports as necessary.
14. Performs all monthly contract billing and fuel billing into bus maintenance management system (BMMS).

**ESSENTIAL FUNCTION: Transit Maintenance. Oversees the maintenance program for the vehicles of the Wiregrass Transit Authority.**

1. Manages bus maintenance scheduling for all transit vehicles.
2. Takes vehicles to maintenance facility for routine and scheduled maintenance.
3. Acts as the Director's representative to maintenance agencies.
4. Maintains vehicle records accurately and consistently; ensures accurate filing.
5. Inputs all bus maintenance invoices in the computer system (BMMS).
6. Monitors driver's maintenance reports, and scheduling vehicles for service/maintenance.
7. Monitors all warranty work performed on the agencies' equipment.
8. Maintains statistical and cost data on vehicles for maintenance reporting purposes.
9. Oversees the scheduling and dispatching software for the Wiregrass Transit Authority and acts as the director's representative to the software vendor.
10. Participates in Webinars and other training as offered.
11. Oversees and/or conducts (both initial and refresher) all personnel using the scheduling and dispatching software.

**ESSENTIAL FUNCTION: Professional Development. Engages in continuous professional development to aid in the efficient and safe provision of services.**

1. Reads to acquire new ideas and innovative strategies in area of specialty.
2. Attends meetings, workshops, or classes in area of specialty.
3. Attends scheduled training sessions and seminars.
4. Attends professional training in subjects to include dealing with the public, assisting handicapped clients, first aid, and cardio-pulmonary resuscitation (CPR).

**NON-ESSENTIAL FUNCTION:**

Performs other job-related duties as required or assigned.

Knowledge, Skills and Abilities

(\*Can be acquired on the job)

1. \*Knowledge of SEARPCD rules, regulations, policies, and procedures.

2. \*Knowledge of regional road systems and geographical area.
3. Knowledge of federal programs providing transportation funding for the targeted populations.
4. Knowledge of FTA, FHWA, and ALDOT policies, procedures, and practices.
5. Knowledge of the legislative process.
6. Knowledge of application software including various versions of common third party, desktop software, specifically spreadsheets, word processors and presentation software.
7. Knowledge of management principles and procedures.
8. Knowledge of information security policies as they pertain to federal and state guidelines.
9. Knowledge of the uses, configuration, administration, and operation of IT networking devices, personal computers, and operating systems.
10. Knowledge and experience troubleshooting personal computer (PC) hardware and software problems.
11. Knowledge of transportation rules and regulations relating to the operation of a motor vehicle in the State of Alabama.
12. Knowledge of funding sources and basic grant writing.
13. Knowledge of traffic laws and regulations.
14. Knowledge of modern office management and supervision.
15. Knowledge of basic accounting practices and techniques.
16. Knowledge of safety rules including accident causation and prevention.
17. Reading skills to read, understand, and explain federal laws, and guidelines.
18. Communication skills to effectively communicate internally and externally, both orally and in writing.
19. Verbal skills to effectively communicate with co-workers, elected officials, and the general public.
20. Writing skills to clearly and neatly complete routine forms records, and notes using correct English, grammar, punctuation, and spelling.
21. Math skills to accurately project and monitor budgets, monitor grants, and other accounting activities.
22. Computer skills to create documents and enter budget information.
23. Ability to analyze technical problems, develop and apply appropriate solutions.
24. Ability to supervise and direct subordinates in their assigned duties.
25. Ability to efficiently organize and manage daily operations.
26. Ability to troubleshoot computer and telephone system problems.
27. Ability to use computers and office productivity software.
28. Ability to read and understand a various types of maps.
29. Ability to use modern office methods and techniques.
30. Ability to use standard office equipment.
31. Ability to use multi-line telephones.
32. Ability to deal with all contacts in a courteous and patient manner.
33. Ability to work independently with little or no supervision.

34. Ability to handle stressful situations and use good judgment.
35. Ability to lift weight, computer, and other hardware, exceeding 50 pounds.
36. Ability to conduct field work.
37. Ability to drive.

### Minimum Qualifications

1. Possess a high school diploma or GED.
2. Minimum of three (3) years of progressively responsible experience in transportation planning or a related field; or any combination of education, training and experience that demonstrates the above listed knowledge, skills, and abilities commensurate with the requirements of this job.
3. Possess a current and valid Class C Commercial Driver's License (CDL-C); must be insurable.
4. Ability to work non-standard hours or overtime when required.
5. Ability to travel out of town and locally.
6. Ability to pass a pre-employment background check and an initial drug screen.

### Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

### Work Environment

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

Employee Signature

\_\_\_\_\_

Date \_\_\_\_\_