

## RHODE ISLAND PUBLIC TRANSIT AUTHORITY POSITION DESCRIPTION

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**Job Title:** Executive Director of Transportation      **Date:** January 2019  
**Department:** Transportation      **Supersedes:** September 2014  
**Reports to:** Chief of Operations

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### **Description of Work:**

The Executive Director of Transportation is a senior lever management position reporting directly to the Chief of Operations of the Rhode Island Public Transit Authority. This position is accountable for the management of all Transportation operational activities for RIPTA. The Executive Director oversees the safe and reliable provision of fixed route bus service; internal and road operations, including bus command center. Ensures the availability and quality of Bus Operators by carrying out effective availability programs, utilizing appropriate disciplinary methods and coordinates with Training to ensure that Bus Operators remain qualified. Ensures effective operations 24 hours a day, 365 days per year.

Responsible for the direction of all functions of the Transportation Department ensuring that enforcement of RIPTA performance standards regarding on-time performance, proper revenue collection, customer courtesy, etc.; and all policies and practices related to the daily delivery of safe and reliable scheduled services are upheld while assuring compliance with established departmental budget. Serves as the Transportation Department liaison for Labor/Management relations resolving issues and grievances. Participates with members of the community for purposes of promoting the use of mass transit.

### **Typical Duties:**

- Directs the safe and reliable provision of fixed route bus service either internally or on the road; ensuring that service is met.
- Monitors bus operator performance and/or preparedness.
- Researches and develops responses to passenger, communication or agency based inquiries and provides a full range of public relations services and outreach programs related to transportation operations.
- Responsible for internal and road operations including but not limited to equipment and personnel replacement activities; assessments of Bus Operator performance/patterns; reinforcement of training or discipline; evaluation of accident charges and implementation of reduction and Safety programs.
- Provides overall policy direction and enforcement of safety guidelines for Bus Operators.
- Investigates road/equipment safety hazards and other potential safety problems.
- Establish and maintain systems and reports to review the effectiveness of the transportation operation.
- Establish and maintain sound Labor/Management relations.
- Serves as a liaison with Maintenance for clean-up of releases of hazardous materials.
- Coordinates activities with the Maintenance Department and the community at large in response to daily problems and changing priorities; develops contingency plans in response to changing conditions or problems.
- Serves as a member of the Safety Committee or designates an alternate member of the Transportation Department.

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- Responsible for the management and supervision of all Transportation department employees.
- Other duties/projects as assigned by RIPTA's Chief of Operations.

### **Qualification Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Basic Knowledge:**

High school diploma or GED required; Bachelors Degree preferred. Must possess the ability to manage a large organization, including policy development, personnel development, program development, delegation and prioritization. Must be able to make decisions rapidly and under pressure recognizing the constraints of labor and equipment. Must possess a knowledge of fixed route transportation operations, including employee availability, labor relations, contract administration and road operations as well as RIPTA rules, regulations and labor agreements. Extensive transportation operations experience specifically involving the deployment of the equipment and personnel required.

Must possess excellent communications skills and the ability to communicate effectively both orally and in writing. Possess all applicable environmental and compliance certifications.

### **Experience:**

A minimum of eight (8) years related experience in a transit agency required; Experience in the management and/or oversight of a transportation deployment function and a minimum of four (4) years of which must have been attained in a supervisory capacity.

Consideration will be given to any combination of qualification requirements

### **Independent Action:**

Able to oversee the daily operations with little to no supervision.

### **Supervisory Responsibility:**

Transportation Secretary  
General Superintendent  
Superintendent  
Assistant & Relief Superintendents  
Night Foreman  
Transportation Clerks