



The Rhode Island Public Transit Authority (RIPTA) is recruiting ***internally and externally*** for the position of ***Executive Director of Transportation***.

Position Title: Executive Director of Transportation

Posting Period: June 11, 2020 Through Successful Recruitment

Salary Range: \$88,706.64 to \$110,883.30 Annual

Position Reports To: Chief of Operations

Union Affiliation: Non-Represented

Position Summary:

The Executive Director of Transportation oversees The Rhode Island Public Transit Authority's fixed route departmental functions as it relates to federal and state requirements. The position reports to the Chief of Operations and is responsible for the safe and reliable provision of fixed route bus service that operates 7 days a week, 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 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 regarding labor contracts and labor disputes. Participates with members of the community for purposes of promoting the use of mass transit.

Essential Duties and Responsibilities:

- Directs the safe and reliable provision of fixed route bus service; ensuring that service is met.
- Monitors bus operator performance and/or preparedness. Defines matrices and/or key performance indicators that will measure and deliver desired results of transportation objectives. Examples include, but not limited to, miles per day, driver turnover, level of service, financial budgets, seated units, equipment utilization, fuel economy and maintenance cost.
- Accountability for all transportation expenses, including P&L, budgeting and forecasting.
- 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.
- Responsible to participate in and monitor all transportation labor contracts in preparation for labor negotiations.
- Establish and maintain sound Labor/Management relations.
- Serves as a liaison with Maintenance for clean-up of releases of hazardous materials.
- Serves as a member of the Safety Committee or designates an alternate member of the Transportation Department.
- Responsible for the management and supervision of all Transportation department employees.
- Performs other related duties/projects as assigned by RIPTA's Chief of Operations.

The above duties and responsibilities are not intended to limit specific duties and responsibilities of any particular position, nor are they intended to limit in any way the right of supervisors to assign, direct, and control the work of employees under their supervision.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above 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:

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.

Education:

Bachelor's Degree (B.S.) or equivalent; or eight to ten years of related experience and/or training; or equivalent combination of education and experience.

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 with a minimum of three (3) years of in a position in a management position promoting positive change.

OR: any combination of education and experience that shall be substantially equivalent to the above education and experience.

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

Selection Process:

- Interested applicants should submit their resume, cover letter and/or application to the Human Resources Department by due date;
- Applicant will be required to submit a Bureau of Criminal Investigation (BCI) from their state of residence to Human Resources when a conditional offer of employment has been made;
- Applicants claiming Military status; should submit a copy of the DD-214 form;
- Applicant subject to oral interview. A component of the interview may include a writing sample that will be composed in a timed session in response to a question;
- Applicants may be required to demonstrate the ability to create a Word document and use e-mail;

Interested applicants should submit their resume, cover letter and/or RIPTA employment application to the Human Resources Department at 705 Elmwood Avenue, Providence, RI 02907. **Telephone calls will not be accepted.**

RIPTA is an Equal Opportunity Employer: It is the policy of the Rhode Island Public Transit Authority that no employee or applicant for employment will be discriminated against regardless of race, color, sex, age, national origin, religion, disability status, veteran status, sexual orientation, marital status and/or gender identity or expression.