

**RHODE ISLAND PUBLIC TRANSIT AUTHORITY
POSITION DESCRIPTION**

Job Title: Executive Director of Transportation

Date: October 2022

Department: Transportation

Supercedes: January 2019

Reports to: Chief of Security & Operations

Description of Work:

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 Security & 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.

Typical Duties:

- 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.

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

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.

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