

# RHODE ISLAND PUBLIC TRANSIT AUTHORITY POSITION DESCRIPTION

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**Job Title:** Deputy Chief of Transportation

**Date:** August 2024

**Department:** Transportation

**Supersedes:** October 2022

**Reports to:** Chief of Security & Operations

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**Description of Work:**

The Deputy Chief of Transportation oversees The Rhode Island Public Transit Authority's fixed route departmental functions in accordance with 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 seven days a week, 365 days per year. Responsible for the direction of all functions within the division related to Fixed Route Transportation. Ensures 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 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 services are met.
- Monitors bus operator performance and/or preparedness, defining key performance indicators such as miles per day, driver turnover, level of service, financial budgets, seated units, equipment utilization, fuel economy and maintenance cost.
- Exercises prudent judgement managing resources within the Transportation division.
- 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.
- Sets policy direction and enforces safety guidelines for Bus Operators.
- Participates in and monitor all transportation labor contracts in preparation for labor negotiations.
- Establishes and maintains sound Labor/Management relations.
- Coordinates with Maintenance for hazardous materials clean-up. Participates in the Safety Committee and Service Review or designates an alternate member of the Transportation Department;
- Work closely with the Scheduling department to put efficient and effective service on the street;
- Oversight of all Fixed Route personnel in the Providence and Elmwood garages;
- 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.

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## **Basic Knowledge:**

- Ability to manage a large organization, including policy development, personnel development, program development, delegation and prioritization.
- Decision making ability under pressure recognizing the constraints of labor and equipment.
- 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. Excellent communications skills and the ability to communicate effectively both orally and in writing.
- Must have a working knowledge of Hastus and other related transportation software programs used on a daily basis allowing the department to run effective and efficient transportation services.

## **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:**

General Superintendent  
Superintendent Newport  
Assistant & Relief Superintendents  
Night Foreman  
Transportation Clerks  
Fixed Route Operators