

MINNESOTA VALLEY TRANSIT AUTHORITY

Job Description

JOB TITLE: Transportation Administrator

DEPARTMENT: Transportation

REPORTS TO: Transportation Director

SUPERVISES: none

POSITION GRADE NO.: 6

POSITION ASSIGNED POINTS: 431

JOB DESCRIPTION REVISION DATE: February 2019

FLSA STATUS: Exempt

POSITION SUMMARY

Under limited supervision of the Transportation Director, this administrative position assists with the day-to-day transit operations. They ensure safe and efficient service using various technology systems while assisting with service expansion, determining safe, efficient operational procedures for new service and facilities, prioritizing and resolving service performance issues, creating operational plans, determining transit stop and shelter placement, acting as a transit advocate, and educating the public and others about transit benefits and requirements.

JOB DUTIES AND ESSENTIAL FUNCTIONS

The essential functions of this position include, but are not limited to the following:

- Performs or effectively recommends the work direction of contract staff.
- Monitors service performance using field observations, Automated Vehicle Location (AVL) systems and surveillance footage and reports results to Transportation Director.
- Recommends transportation system improvements or projects, based on economic, population, land-use, and/or traffic projections.
- Documents and evaluates transportation project needs and costs.
- Reviews development plans for transportation system effects, infrastructure requirements, or compliance with applicable transportation regulations.
- Partners with outside agencies to ascertain current and future information regarding road detours, bulletins, etc.
- Provides operational and planning support for State Fair special services.
- Coordinates and plans for bus shelter repairs, additional construction needs for shelters, placement of new shelters, and submits required city permit applications.
- Coordinates with bus stop sign contractor for new placement or movement of bus stop signs.
- Monitors road construction, traffic, and weather and implements detours to accommodate same as necessary. Coordinates vehicles for emergency events in the communities serviced.
- Scripts operational bulletins including snow reroutes, layover locations, etc.
- Monitors and verifies concerns in the customer service database and provides necessary direction to service providers.
- Participates in public meetings or hearings to explain planning proposals, to gather feedback from those affected by projects, or to achieve consensus on project designs.
- Participates in monthly driver meetings to keep abreast of potential issues or concerns.
- Represents transit operations department and Minnesota Valley Transit Authorization (MVTA) at monthly construction project meetings, regional transit meetings or AVL bus system meetings.
- Analyzes and interprets data from traffic modeling software, geographic information systems, or associated databases and provides report results to Transportation Director.

- Develops design ideas for new or improved transport infrastructure, such as junction improvements, pedestrian projects, bus facilities, and car parking areas.
- Produces environmental documents, such as environmental assessments or environmental impact statements, for use in planning.
- Conducts bus timing tests for existing service, new service, and detours.
- Performs other duties as assigned or as apparent.

This position may encounter not public data in the course of these duties. Any access to not public data should be strictly limited to accessing the data that is necessary to perform the duties. While data is being accessed, this position should take reasonable measures to ensure the not public data is not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, this position must properly store the not public data.

MINIMUM QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the formal education, experience, training, and skills/abilities required.

Education

- Training at a technical or vocational school with a focus on business management, operations, or a related field

Experience

- Four (4) years of transportation experience with two (2) years of supervisory experience

Training, Certificates, or Licenses

- Possess a valid Driver's License
- Possess knowledge of State and Federal Americans with Disabilities Act (ADA) regulations

Skills and Abilities

- Maintain a positive attitude
- Be organized and efficient
- Strong verbal and written communication skills
- Ability to work independently, as well as part of a team
- Prioritize tasks well

DESIRED QUALIFICATIONS

The qualifications listed below are representative of the formal education, experience, and training preferred in order to exceptionally perform all of the functions of this position.

Education

- Bachelor's Degree in Management with a focus on business management, operations, or a related field

Experience

- Five (5) years of transportation experience with a minimum of two (2) years of supervisory experience

Training, Certificates, and Licenses

- Possess a National Incident Management certification

COMPLEXITY

The overall complexity of this position is moderately high. While performing the normal duties of this job; many different processes and methods are required to apply to an established professional or technical field.

RESPONSIBILITY

This position shares on-call duties within the Transportation Department.

Supervision

Limited supervision is provided while performing the normal duties of this job. This position exhibits no formal supervisory responsibilities, but may provide work direction to contract staff as a project lead or as a team member.

Impact

While performing the normal duties of this job, this position's work affects a wide range of professional projects and/or administrative activities of the organization, influences internal and/or external operations, and impacts many people.

REQUIRED PHYSICAL ABILITIES AND WORK CONDITIONS

The physical demands and work conditions described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Hazards

- While performing the duties of this job, this position may occasionally climb 40 – 50 steps, bend/stoop, kneel, crouch, squat, reach above shoulder level, run, push/pull, lift or carry up to 45 pounds, feel, and smell. This position may frequently sit, stand, walk, finger/enter data/keystroke, talk, hear, perform repetitive motions, and drive.
- While performing the duties of this job, this position will use close vision, far vision, depth perception, visual acuteness, color vision, and peripheral vision.
- While performing the duties of this job, this position will use their right and left hand for simple handling or grasping, firm handling or grasping, and fine handling or manipulation.
- While performing the duties of this job, this position will use their right and left foot for repetitive movements.

Surroundings

While performing the duties of this job, this position will experience exposure to the following: inside environmental conditions, exposure to outside environmental conditions, exposure to noise, dust, fumes, gases, chemicals, oils (requiring special mitigating precautions or protective gear), work in narrow aisles or pass ways, work around moving mechanical parts, work in close quarters, exposure to extreme heat, and exposure to extreme cold.

The above statements are intended to describe the general nature and level of work being performed by individuals employed in this job. They are not intended to be an exhaustive list of all duties and qualifications required of personnel in this job. The employer may and reserves its right to change the job description and establish, modify, or eliminate job duties and responsibilities, and jobs at its discretion with or without notice.

