

GENERAL JOB DESCRIPTION

Under the direct supervision of the Northeastern Colorado Association of Local Governments Executive Director, the position will recruit, train and supervise all Administrative Assistants, Area Supervisors, Medicaid Brokers, Dispatchers, Maintenance/Operations personnel and drivers.

MAJOR DUTIES AND RESPONSIBILITIES

- Will coordinate with the Human Resources / Finance Officer for all hiring and dismissals of all responsible positions. Will coordinate all new hire drug testing with the Operation and Administrative Supervisor for County Express.
- Supervise the day to day activities of all employees of County Express/Regional Transportation Authority (RTA) and coordinate the day to day operation of County Express and RTA alongside the Executive Director.
- Responsible for operation of County Express/RTA within the published guidelines established by the Federal Transit Administration and the Colorado Department of Transportation. Will insure compliance with all operating policies of NECALG.
- Will Coordinate all driver logs and administrative reports on miles, hours and trips with the Area Supervisors / Dispatch Staff / Administrative assistant for inclusion in the operations report
- Will coordinate training of drivers and dispatchers with the Area Supervisors / Dispatch Staff / Administrative assistant. New hires must also complete an orientation and safety training course prior to driving for County Express.
- Will coordinate vehicle maintenance with the Operation/ Maintenance personnel.
- Responsibilities as assigned or as delegated by the executive director.
- Oversee activities and productivity of all locations
- Ensure Grant Funding on a regular basis.
- Sustain compliance with CDOT and FTA rules and regulations throughout entire organization, including Title VI, Annual MPR's, ADA, DBE, Certifications and Assurances, and submitting all reports required in a timely manner.
- Follow Procurement Process with all purchases made for transit goods and services, maintaining files documenting all seal bids or competitive proposals, legal notices, solicitation documents, specifications, evaluation documents, contracts, correspondence and notes. Familiarize with 49 CFR 18.36 and FTA circular 4220.1F, as well as CDOT Procurement Guide.
- Remain Familiar with annual FTA Master Agreement, including any additions/ deletions/ changes
- Implement funded projects in accordance with Grant application, Master Agreement, and all applicable laws and regulations, using sound management practice
- Receive, review and submit time sheets and time cards, as well as pay reimbursement forms for all employees from all locations on a monthly basis as required by payroll officer.
- Ensure that we have a written maintenance program including maintenance schedule for each vehicle (signatures and retention policy required) and that the policy is being followed. Records must be maintained for each vehicle and available for immediate CDOT inspection

- Receive and review quarterly reports from Vehicle Maintenance Management to ensure maintenance employees are certified, to ensure that a scheduled maintenance checklist is being completed on each vehicle, and that all equipment issues are being reported. Establish system for tracking warranty issues and recovering claims on any funded equipment that is under warranty
- Review revenue from ridership annually, and compare to funding. Adjust accordingly, if applicable, through board approval and in compliance with Section 5307 regarding public comment
- Review FTA guidelines and maintain close contact with ombudsman in regard to any and all group trip/Charter/ School Routes to ensure compliance with Federal Regulation
- Create and submit monthly reports to the Board of Directors summarizing miles, trips and hours.
- Attend monthly NECALG and RTA Board of Director Meetings
- Perform site visits on a regular basis to meet with supervisors and staff
- Attend any necessary / beneficial transit training conferences or workshops
- Address any concerns that are brought to me by clients or public entities regarding performance issues, complaints, incidents, etc.
- Submit purchase orders to finance office in a timely manner
- Conduct annual employee evaluations
- Send letters annually to counties, cities and municipalities that set aside funding for transit program.

QUALIFICATIONS

Education:

Bachelor's Degree (BA) or advanced degree in Business Management or related field.

Experience:

- Three years' work experience in public transit or a related field may be substituted for the required Bachelor's Degree.
- Alternate coursework and experience could include a degree as an Automotive Technician or three years of work experience as a mechanic.
- Colorado Driver's License is a requirement of the position. Commercial Driver's License (CDL) with a passenger endorsement is preferred. All applicants must provide a copy of their driving record from the Department of Motor Vehicles.
- Background in the Federal Transit Administration Rules, Regulations and Policies is preferred.
- Familiarization of FTA rules and regulations is a condition of employment. Applicant must demonstrate a basic awareness or working knowledge of these rules and regulations within 3 months of appointment.
- Must be able to stand for thirty minutes and be able to complete pre-check of vehicles or to verify that the driver has completed the pre-check of assigned vehicles.
- A pre-employment drug test is required. Other required drug tests include: random testing, post-accident and reasonable suspicion. Mandatory termination if the individual employee exceeds drug and alcohol limits.