

Now accepting applications for TRANSIT OPERATIONS MANAGER

The City of Fairfield Public Works Department, Transportation Division is recruiting for the exciting and challenging position of Transit Operations Manager. The recruitment will establish an eligibility list to fill the current role.

■ Description

The Transit Operations Manager works in the Transportation Division (Transit Operations) of the Public Works Department to perform a wide variety of responsible professional work associated with the City's public transit programs. The successful candidate will be a dynamic, innovative, and forward-thinking leader with significant operations and planning experience.

The role includes monitoring daily transit operations, leading a team of technicians and planners, and ensuring properly trained staffing; receives direction and supervision from the Transportation Manager and/or Director of Public Works; and exercises direct supervision over professional, supervisory, technical, clerical, and contract personnel.

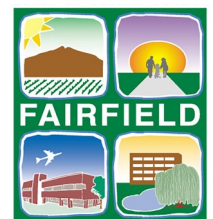
Work is performed in an office setting with frequent interruptions, deadlines, complaints, and peak workload periods.

Work may also be required in the field, such as visiting bus stops and accident sites and evaluating bus routes. The position may require working nights and weekends, depending upon workload. Work may include prolonged sitting and standing, as well as light to moderate lifting, reaching, stooping, pulling, and manual dexterity. Clear understandable speech, visual, and hearing acuity are also required.



■ Minimum Qualifications

- Five (5) years of responsible supervisory and administrative experience in performing analytical and administrative duties in the area of program management, preferably in transit operations and/or transit planning, is required.
- A Bachelor's degree from an accredited college or university with major course work in transportation planning, business or public administration, or a related field is required.
- Possession of a valid Class C California Driver's License is required. Possession of a valid equivalent is acceptable during the application process.



Examples of Duties

Duties may include, but are not limited to, the following:

- Lead a team of technicians and planners to ensure FAST operations contractor performs their required duties and contract compliance, and delivers exceptional results. These include fixed-route, ADA Dial-A-Ride, and microtransit operations, each under contract with the City.
- Monitor the distribution of service and program information at the Fairfield Transportation Center and third-party sales sites and assist in planning, formulating, and developing service policies and procedures, ensuring delivery of excellent service and customer satisfaction.
- Monitor contractor adherence to FTA, Caltrans, TSA, and NTSB policies and regulations, and all other applicable federal, state, and local laws, policies, and regulations.
- Manage and maintain an effective working partnership with contracted bus operator so their activities deliver outputs required for performance of service delivery.
- Work as a team member with Public Works, Fleet Division, and operations contractor in ensuring that fleet vehicles are available for service delivery.
- Ensure staff is managed, trained, has the necessary tools, and follows City of Fairfield guidelines and policies.
- Assist in accident/incident investigations, including support to safety and security personnel.
- Support the department in the development, negotiation, administration and review of operating and other agreements with federal, state, regional, and local entities.
- Ensure effective, safe performance and assure conformance with operating rules, orders, recommendations, and requirements for service operations.
- Conduct analysis of FAST operations and prepare reports on services provided as needed.
- Plan, budget, and provide project management of capital rehabilitation projects, technological upgrades, passenger information, and other special projects as directed.
- Ensure that service information is readily available and up to date through various forms of media including customer website, third-party social media outlets, and printed materials.
- Perform related duties as assigned.

Knowledge and Abilities

KNOWLEDGE OF:

- Operational characteristics, services, and activities of a municipal transit program.
- Principles and practices of transit planning as well as public/private transportation issues.
- State, regional, and local transportation agencies.
- Principles of budget preparation and control.
- Pertinent federal, state, and local laws, codes and regulations.
- Basic methods of program development.

ABILITY TO:

- Communicate and express ideas and information clearly (verbally and in writing), write performance evaluations, memos and Standard Operating Procedures and make verbal presentations to boards and committees.
- Perform responsible and professional administrative work involving use of independent judgment and personal initiative.
- Prepare and maintain accurate and complete records.





■ Knowledge and Abilities (continued)

ABILITY TO:

- Ensure compliance with FTA regulations.
- Lead and motivate staff.
- Exhibit effective organizational, analytical, and confidentiality skills.
- Plan, implement, and manage multiple projects.
- Assist with budget development.
- Demonstrate excellent communication, customer service, and conflict resolution skills.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Analyze data and prepare reports and action plans.
- Understand and carry out complex oral and written instructions.
- Interact professionally and maintain effective working relationships with superiors, coworkers, government officials, and the public.
- Work with a personal computer in Word, Excel, and PowerPoint and demonstrate database programming / management skills.
- Manage the headsign management software, automatic vehicle location/GPS systems, data management and transit-scheduling software.



Click [here](#) to learn more about FAST

■ Compensation

\$53.67—\$65.24 (Hourly)

\$4,293.79—\$5,219.11 (Biweekly)

\$9,303.22—\$11,308.08 (Monthly)

\$111,638.59—\$135,696.91 (Annually)

■ Benefits and General Information

The City's generous benefits package includes:

- 5.5% COLA increase effective the first full pay period in July 2024 (not reflected in the posted salary)
- CalPERS pension eligibility
- Generous contributions to medical, dental, and vision plans
- Three medical carriers to choose from: Kaiser, Sutter Health, or Western Health
- 144.86 hours of personal leave (cashable) annually, plus vacation and sick leave
- City-paid life insurance, generous contributions to deferred compensation and retirement health savings accounts
- Tuition Reimbursement up to \$4,000 annually
- To access the Benefit Summary Sheet for this role, click [here](#).

■ The Selection Process

Based on the information provided in the application documents, the best-qualified applicants will be invited for further examination. All applicants meeting the minimum qualifications are not guaranteed advancement through any subsequent phase of the examination. Depending upon the number of applications received, the examination may consist of an application screening, written and/or practical exam, oral interview, or any combination thereof.

The City of Fairfield is an equal opportunity employer and is committed to creating a work environment in which all individuals are treated with respect and professionalism.



Candidates must submit an online application via NeoGov/ Governmentjobs.com by **5:00 pm on Wednesday, December 13, 2023**. If you have any difficulties submitting your application, please call NeoGov's Applicant Support Line at (855) 524-5627. If you feel you need a reasonable accommodation for any portion of the testing/interview process, please contact Human Resources at (707) 428-7394 at least one week prior to the application deadline or examination date.



Click [here](#) to apply through NeoGov