

Job Title: Director of Operations

FLSA STATUS: Exempt

SUPERVISION RECEIVED FROM: COO, CEO

DEPARTMENT: Operations

WORK SCHEDULE: Varies, typically M-F

SUPERVISION EXERCISED OVER: Operations Manager

Location: 2250 Florida Blvd.

How to Apply:

Submit an internal application to the front desk or through the CATS website www.brcats.com/careers. Applicants for this position should submit:

- 1) A cover letter
- 2) Resume (include date(s) of employment and date(s) educational degree was obtained)
- 3) Names and contact information of three work-related references to:

Human Resources

HR Fax: 225.346.3249

HR Email: catscareers@brcats.com

MINIMUM QUALIFICATIONS: A Bachelor's degree from an accredited college or university in Planning, Business Administration, Transportation or related field and five years' experience in Transit Operations with three of them being in management and/or supervision or a high school diploma or equivalent and ten years' experience in Transit Operations with five years' experience in management and/or supervision.

SUMMARY: The Director of Operations is responsible for all day to day activities of the Capital Area Transit System Operations department. The incumbent will be required to perform complex administrative and professional work in planning, scheduling and directing the control and evaluation of the operations at the CATS facility.

ESSENTIAL DUTIES:

- Provide direction and recommendations for all operations issues.
- Monitor activities and assignments to ensure maximum performance.
- Lead and direct response to major incidents or inquiries of operational issues.
- Act as point of contact for Office of Homeland Security and Emergency Preparedness.
- Scheduling and run cutting routes a minimum of three times per year.
- Act as company liaison for bus liability and workers compensation and litigation.
- Redirect calls as appropriate and take adequate messages when required.

- Act as ADA Coordinator back up in his/her absence.
- Performs other duties associated with partner department and as directed by supervisor.

KNOWLEDGE REQUIREMENTS: Knowledge of the methods of operation of the transit system's staff and operational departments. Knowledge of the basic laws, ordinances and regulations within the transit system, including ADA. Excellent communication and time management skills. Ability to analyze a variety of complex administrative problems to make sound recommendations for their solutions and to prepare working procedures. Must maintain a high level of confidentiality. Experience of managing in a union environment. Knowledge of run cutting/scheduling to develop routes, etc.

CAPITAL AREA TRANSIT SYSTEM (CATS) IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. CATS DOES NOT DISCRIMINATE AGAINST ANY APPLICANT OR EMPLOYEE ON THE BASIS OF RACE, COLOR, SEX, RELIGION, NATIONAL ORIGIN, AGE, DISABILITY, OR ANY OTHER CONSIDERATION MADE UNLAWFUL BY APPLICABLE FEDERAL, STATE OR LOCAL LAWS.