

JOB OPPORTUNITIES

CAPITAL AREA TRANSIT SYSTEM



Operations Manager

JOB TITLE: Operations Manager

FLSA STATUS: Exempt

SUPERVISION RECEIVED FROM: Director of Operations

DEPARTMENT: Operations

WORK SCHEDULE: Varies

SUPERVISION EXERCISED OVER: Operations Dispatcher, Operations Supervisor

MINIMUM QUALIFICATIONS: A High School Diploma or equivalent and a minimum of five (5) years' experience in transit operations in a safety sensitive position, with a minimum of two years in supervisory capacity.

Preferred Qualifications: A Bachelor's degree in Public Administration, Business, Transportation or related field and two years management experience in any field with a preference for transportation experience.

SUMMARY*:

The Operations Manager position requires an individual who is capable of exercising independent judgment and communicates well with staff, customers and the public. The incumbent will provide supervision and support to employees performing in the daily activities of the Operations department in line with departmental and agency goals and objectives. Under the direction of the CEO and COO, specific duties include planning, coordination and oversight of transit services, evaluating and training Operations Supervisors and Operations Dispatchers to assure compliance with schedules and applicable laws, codes, rules and regulations, must be able and willing to resolve customer and community concerns related to safe and efficient public transportation. The incumbent oversees the proper use of the Route Match software and in vehicle technology working constantly with their team to improve service through management of this critical technology. The Operations Manager will review all logs and paperwork from the Dispatcher office, ensure all operator, supervisor and dispatcher shifts are covered, ridership equipment availability, and will ensure daily operating performance and safety on all routes.

ESSENTIAL DUTIES:

Establishes, within agency policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly. Oversees, through Operations staff, the delivery of services for agency operations; works with key staff to identify and resolve problems. Assesses and monitors workload, support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes

LOCATION:

2250 FLORIDA BLVD.

5700 FLORIDA BLVD.

JOB POSTING DATE:

6.21.2017

APPLICATION PROCEDURE:

Submit an Employee Application along with your resume to Human Resources.

HR Fax: 225-346-3249

Email: careers@brcats.com

CAPITAL AREA TRANSIT SYSTEM

2250 Florida Boulevard
Baton Rouge, LA 70802

Phone: 225.389.8920

Fax: 225.389.8919

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