



Affirmative Action Committee
Marion City Hall
233 West Center Street
Marion, Ohio 43302

March 26, 2021

TO WHOM IT MAY CONCERN:

The City of Marion has a need to hire a person for the following position at **Marion Area Transit**.

Operations Manager - This is a full-time, exempt position with an annual salary in the range of \$39,000-\$43,000 based upon experience. A Job Description is attached.

Note: - Must have excellent customer service skills, prior supervisory experience, good problem-solving skills, and strong organizational skills.

- Must be proficient with Microsoft Office products.

- A be at least 21 years old and have 5 years of driving experience with a valid Ohio Driver's License without restrictions of any privilege to drive at any time and is free from any requirement of High-Risk Liability Insurance. Must obtain and keep a minimum of Class C or higher with passenger endorsement within the first year of employment.

- Passing of a Background Check, Physical Examination, Drug and Alcohol Tests are conditions of employment. Must not use any tobacco products.

Application Opening Date/Time: Monday, March 29, 2021 at 8:00 am

Application Closing Date/Time: UNTIL FILLED

Applications may be obtained from: Human Resources Office, 233 W. Center St., 3rd floor
- OR - download from www.marionohio.us/employment

It is the policy of the City of Marion not to discriminate in the selection of candidates.

A handwritten signature in black ink that reads "Janell O'Neil".

Janell O'Neil
City of Marion

Attachment

cc: Committee Members	Public Works Director	Auditor	IT	Probation
Support Data List (AA)	HRAA - O'Connor	Council	Law Director	Senior Center
Mayor	HRC - Mayes	Engineering	Municipal Court	Transit
Safety Director	City Hall - 3 Floors	Fire Dept - 3	Parks	Utility Billing
Service Director	Airport	Garage	Police Dept	WWTP

WHEN POSTING, PLEASE DISPLAY IN AN AREA ACCESSIBLE TO THE GENERAL PUBLIC.

AN EQUAL OPPORTUNITY EMPLOYER

CITY OF MARION, OHIO
Job Description

Job Title: OPERATIONS MANAGER
Department: MARION AREA TRANSIT SYSTEM
Reports To: TRANSIT ADMINISTRATOR
FLSA Status: NON-BARGAINING - EXEMPT
Prepared By: H. R.
Approved By:
Approved Date:

SUMMARY: Responsible to the Transit Administrator for the operation of the Marion Area Transit System in accordance with ODOT and FTA regulation in order to provide passengers with fast, efficient, and safe transportation. Directs and coordinates activities; reviews and analyzes operations; formulates and presents recommendations for improvements.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following and other duties as assigned:

- Maintain performance standards for Public Transit programs as defined by Federal and State guidelines.
- Ability to do all phases of driver and dispatch job.
- Point person for dispatching scheduling software.
- Directs on road operation of vehicles based on demand.
- Direct Supervisor for all dispatchers and drivers (full and part-time).
- Responsible for scheduling maintenance of all vehicles.
- Update and maintain records for all maintenance performed on vehicles.
- Provide driver training for new hires and refresher for current employees.
- Coordinates and monitors leave request to assure adequate staff for operations.
- Supervise personnel in absence of Director.
- Provide Director with information for reporting such as operation data, gas usage, and mileage, etc.
- Attend, as required, any classes sponsored by various Federal and State agencies regarding operations.
- Be knowledgeable in all areas of safety and security, personnel issues, drug and alcohol, etc.
- Inform Director of any procedure or policy that may impact operational efficiencies.
- Answer any inquiries from general public – if unable to answer refer to Director.
- Maintain a strong understanding of the transit system.
- Work as fill-in driver whenever necessary to maintain operations (example: illness, vacation)
- Maintain MAT marketing materials.

SUPERVISORY RESPONSIBILITIES: Directly supervises 20-25 employees in the Marion Area Transit Department. Carries out supervisory responsibilities in accordance with the City's policies and applicable laws. Responsibilities include training, planning assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Must have High School Diploma or GED equivalency. Five years experience in transit related field preferred.

Language Skills: Ability to: read, analyze, and interpret general business periodicals, professional journals, governmental regulations and procedures; write reports, business correspondence, and procedure manual; speak clearly and distinctly in order to effectively present data and respond to questions from supervisors, officials, employees, peers, contractors, and customers.

Mathematical Skills: Ability to: count money; calculate figures and amounts such as discounts, interest, commissions, percentages; prepare budgets; audit financial reports and account for variances.

Reasoning Ability: Ability to: solve practical problems and deal with a variety of variables in situations where only limited standardization exists; interpret a variety of instructions in written, oral, mathematical, diagram, or schedule form; define problems, collect data, establish facts and draw valid conclusions. Must be tolerant, patient and have good communications skills with clients. Must be able to develop and maintain effective and efficient service operation and good public relations.

Computer Skills: Must be proficient in Microsoft Office programs.

Certificates, Licenses, Registrations: Valid Ohio Driver's License required; must be 21 years of age with five years driving experience. Must be able to get and keep a Class C or higher Commercial Driver's License (CDL) with passenger endorsement within the first year of employment. Must maintain licenses and an acceptable driving record. Certified training in First Aid and CPR (may be obtained on-the-job). Must complete a passenger assistance training course provided by Transit within six months of hire.

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

The employee is: regularly required to stand, walk, sit; use hands to finger, handle, or feel; reach with hands and arms; talk or hear and smell; occasionally required to climb or balance and stoop, kneel, crouch, or crawl; lift and/or move up to 50 pounds and may occasionally weigh up to 100 pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision; depth perception and ability to adjust focus. Must possess the ability to help the consumer to safely enter and exit the vehicle.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is: regularly exposed to outside weather conditions; occasionally exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles and vibration. The noise level is usually moderate to loud.