



## Director of Transit

Please look at what you can expect to earn as a **Director of Transit** during your first year as a full time Employee with Washington County Government:

- Six (60) Hours Personal Time
- Eighty (80) Paid Vacation Hours
- Fourteen (14) Paid Holidays
- One Hundred & Twenty (120) Paid Sick Hours
- County and Employee funded Healthcare including Health, Prescription, Dental and Vision Coverage.
- County Paid Employee Assistance Plan
- County Paid Life Insurance
- County Paid Accidental Death and Dismemberment Insurance
- County Paid Short Term Disability Insurance
- County Paid Long Term Disability Insurance
- Up to \$2,500.00 Annual Tuition Reimbursement Assistance
- County and Employee funded Defined Pension Plan
  - Vested in just five (5) years.
  - Credit for Prior Active Military Service and Unused Paid Sick Days.
- An Annual Salary Range Starting at \$88,358- \$99,965

If our comprehensive compensation package interests you, please continue reading through our job posting to learn more about the position's duties, responsibilities, prerequisites, etc. and apply online today.



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<b>JOB TITLE:</b>	<b>Transit Director</b>	<b>GRADE</b>	<b>17</b>
<b>DEPARTMENT:</b>	<b>Board of County Commissioners</b>	<b>FLSA STATUS:</b>	<b>Exempt</b>
<b>REPORTS TO:</b>	<b>Public Works Director</b>		

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**GENERAL DEFINITION OF WORK:**

Provides direction, management, supervision, and coordination of the programs and activities of the Transit System; coordinates activities of departmental staff; maintains business relationships with other County departments, divisions, and outside agencies. Direction is provided by the Public Works Director.

**ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Analyze, plan, organize, and manage the activities of transit operations and fleet/facility maintenance; recommend additions, modifications, or elimination of schedules and routes; plan, coordinate, administer, and evaluate projects, processes, procedures, systems, and standards; develop and coordinate work plans; ensure daily service is met.
2. Oversee transit safety and training programs and the maintenance and compilation of related records; ensure FTA/MDOT-MTA and departmental regulatory compliance.
3. Participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs including transit finance, planning, marketing, contracting, customer service and employee relations; recommend, within departmental policy, appropriate service, and staffing levels; recommend and administer policies and procedures.
4. Assist in the monitoring and evaluate the efficiency and effectiveness of all services and procedures; assess and monitor administrative and support systems; monitor operational performance metrics to make real-time service level decisions and implement improvements.
5. Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
6. Assist in the development and implementation of the work plan for the Transportation Development Plan; meet with staff to identify and resolve problems; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods, and procedures.

7. Participate in the development and administration of the Transit Department budget; oversee the preparation of forecast schedules, cost & revenue analysis, the purchase of equipment, services, materials, and supplies.
8. Responsible for monitoring grants and related fiscal activity for the purpose of ensuring finances are accurate and comply with accepted financial practices, grant regulations and both federal and state compliance standards.
9. Market and promote the use and expansion of the transit system through meetings with community groups, the public, and by attending public hearings and informational meetings.
10. Prepares, reviews, and submits a variety of reports, reconciliations, work papers, communications, schedules, tables, and statements for submission to internal and external agencies and regulatory authorities.
11. Provide support to a variety of boards and commissions including the Transportation Association of Maryland (TAM) and the Hagerstown Eastern Panhandle Metropolitan Organization (HEPMPO), and MDOT MTA Transportation Coordinating Committee (TCC).
12. Stays abreast of new trends and innovations in the field of transit operations.
13. Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Comprehensive knowledge of the principles and practices of public transit system and commercial/automotive repair management; comprehensive knowledge of the hazards and safety precautions of large scale operations; comprehensive knowledge of business practices applicable to public transit system and garage management; ability to plan, organize, direct, evaluate and supervise the work of others; ability to communicate ideas effectively both orally and in writing; ability to establish and maintain effective working relationships with associates and the general public.

**EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to a bachelor's degree from an accredited college or university with major course work in transportation, business administration or related field and a minimum of five (5) years of extensive experience in transportation including some supervisory and administrative experience.

A comparable amount of training and experience may be substituted for the minimum qualifications.

**PHYSICAL REQUIREMENTS:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

**SPECIAL REQUIREMENTS:**

Possession of an appropriate valid CDL license with airbrake and passenger endorsements or the ability to obtain within 6 months of employment (and ability to maintain).

Possession of Certified Community Transportation Manager (CCTM) and Certified Safety and Security Officer (CSSO) related certifications or the ability to obtain within 12 months of employment.

Ability to cover and/or work a schedule that supports Transit Operating Hours as required.

Ability to travel to/from work related conferences and trainings with occasional overnight stays.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Human Resources: 1/2024

Easy Ways to Apply:

Visit our website at <https://www.washco-md.net/jobs/>

or

Complete and email an Application to [hrservice@washco-md.net](mailto:hrservice@washco-md.net)

Washington County is an Equal Opportunity Employer. Individuals requiring special accommodations or assistance are requested to contact the Human Resources Department at 240-313-2350, Voice or TDD (D/HH use 711) M/F/H/V.

**DEADLINE FOR FILING APPLICATIONS WITH HUMAN RESOURCES:**

**Tuesday, September 24, 2024 at 4:00pm**