

Chatham Transit Network

Job Description: Operations Manager

General Statement of Duties

Manages and directs the daily operations of Chatham Transit Network, including the manpower and equipment requirements for daily operations in a safe and efficient manner.

Description of Duties and Responsibilities

- Provide direction to drivers, dispatcher/scheduler, driver trainer and dispatcher.
- Coordinate daily driver activity and scheduling
- Coordinate repair needs for the fleet vehicles
- Provide supervision to dispatcher/scheduler and dispatcher
- Provide supervision to the drivers
- Plan training for drivers to meet legal and safety requirements
- Coordinate service relationships with customers
- Fill in as dispatcher, scheduler as needed
- Implement driver & consumer policies as directed by the Executive Director
- Investigate vehicular and workmen's compensation accidents
- Maintain good employee relations
- Serve as safety coordinator
- Other assignments as specified by the Executive Director

Skills Required

- Ability to work with a wide variety of people
- Effective oral and written communication skills
- Supervisory skills
- Organization skills
- Demonstrated initiative
- Proficient computer use
- Have a valid North Carolina driver's license

Qualifications

- Associate degree in business, public administration or related field preferred with five to ten years management experience in public or general transportation.