

Assistant Manager of Road Operations

Pittsburgh Regional Transit is seeking an Assistant Manager of Road Operations to provide assistance and support to the Manager of Road Operations for Pittsburgh Regional Transit (PRT). Oversee all revenue service to ensure, safety, reliability, and on-time performance. Direct and supervise the Road Operations Supervisors, Movement Directors and Bus Traffic Dispatchers ensuring that these groups have all the resources required to perform their daily job duties.

Essential Functions:

- Plans, assigns, and oversees the daily activities of all Road Operations supervisors including preparing payroll, conducting picks, approving, and monitoring all daily reports, and resolving departmental employee relation issues.
- Develops and implements On-Time Performance (OTP) strategies to meet the OTP goals of the Tactical Plan.
- Attends meetings with contractors, special events coordinators, engineers, and planners to help determine service impacts. Monitors construction developments to minimize transit service delays, and as needed; coordinates with police to clear roadways for transit service.

Job requirements include:

- High School Diploma or GED.
- Minimum of three (3) years of experience as a Bus/LRV Operator; or two (2) years of experience in one of the following positions within Bus or Road Operations: Bus Route Foreman; Bus Instructor; Traffic Dispatcher, Movement Director.
- Willingness and ability to respond to 24-hour emergency calls.
- Effective and professional communication skills.
- Thorough knowledge of PRT service area.
- Demonstrated ability in the use of Windows.
- Customer focused.
- Valid Commercial Driver's Class B License with a "P" endorsement.
- This is a Safety Sensitive position subject to all testing provisions under the Drug and Alcohol Policy, including random drug and alcohol testing. The person selected for this position may be required to be tested prior to being awarded the job.

Preferred attributes:

- Associate or Bachelor's degree in Transportation, Business Administration, Public Administration or related field from an accredited college or university. Directly related experience may be substituted for the education on a year-for-year basis.



We offer a comprehensive compensation and benefits package. Interested candidates should forward a cover letter (*with salary requirements*) and resume to:

Deborah Slocum
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Pittsburgh, PA 15222-2527
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EOE