

## Director of Transit Amenities

Pittsburgh Regional Transit is seeking a Director of Transit Amenities to be responsible for the strategic direction, training/development, and daily tasks of the Field Data and Transit Amenities Managers and their staff. Ensures that goals for tasks such as asset inventories, public communications for new projects, and inspection activities are met and that assets are kept in a state of good repair. Assets and programs include: bus stops, bus shelters, park and ride facilities, layover facilities, paper timetables, and wayfinding signage.

### Essential Functions:

- Directs activities of the Manager of Transit Amenities and the Manager of Field Data and their staff. Provides direction on Goals and Objectives and meets regularly with staff to deliver feedback on achievement of goals to advance the mission of Port Authority. Responsible for the training/development and guidance for employee development to increase work process efficiencies.
- Responsible for planning and development of transit amenity programs and the public communications related to these programs. Ensures that assets are inventoried on a regular basis to maintain the system's state of good repair and safety. Reviews recommendations for implementation of changes to the placement of bus stops. Works with the Planning and Service Development Department, Engineering Departments, contractors, and others as necessary to ensure changes are designed and implemented appropriately.

### Job requirements include:

- BA/BS Degree in Business Administration, Transportation, Planning or directly related field from an accredited school. Directly related experience may substitute for education on a year-for-year basis.
- Minimum of eight (8) years of progressively responsible experience in Transportation Planning for mass transit, scheduling, service planning, customer service, asset management, management, or related field. Experience may be substituted by advanced education on a year for year basis.
- Minimum of three (3) years of management experience.
- Demonstrated ability in the use of Windows and Microsoft Word and Excel.
- Customer focused, well organized, and results oriented.
- Professional and effective communication skills.
- Valid PA driver's license or ability to obtain one.

### Preferred attributes:

- Knowledge of Port Authority transit system and Allegheny County.
- Asset management experience.
- Union staff management experience.
- Project Management experience.



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

Missy Ramsey  
Employment Department  
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Pittsburgh, PA 15222-2527  
[MRamsey@RidePRT.org](mailto:MRamsey@RidePRT.org)  
EOE