

POSITION TITLE: Operations Manager

DEPARTMENT: Ottawa County Transportation Agency

SCHEDULE: 40 – 50 Hours weekly (Salary). Working days/hours determined by the Director and may vary due to operational need. Will include on-call weekends.

SALARY RANGE: Negotiable based on experience.

FRINGE BENEFITS INCLUDE:

- Health, dental and vision insurance
- Life Insurance
- Ohio Public Retirement System (OPRS) contributions
- Prescription coverage
- Paid sick leave
- Paid vacation (after one year)
- Deferred Compensation plans available

APPLICATION PROCEDURE: Obtain an application on the OCTA website at <http://www.octapublictransit.org/Resources/OCTAemployment.pdf> or pick up an application at our office. Please submit your resume and include how the minimum qualifications are met. Send completed application packet to:

Laurie Cleaver, Director
Ottawa County Transportation Agency
275 N. Toussaint South Rd.
Oak Harbor, Ohio 43449

APPLICATION DEADLINE: Until Filled

JOB SUMMARY: The Operations Manager will provide support, leadership and direction to OCTA's operations section; plan, coordinate and manage the safe delivery of passengers; analyze, coordinate and develop schedules and routes; recruit, hire and evaluate Operations personnel and staffing levels; monitor and manage operational financial and service data and provide recommendations for budget preparation.

Specific job responsibilities include but are not limited to:

- Effectively managing on-time performance and driver schedules
- Communicating job expectations to staff while promoting teamwork
- Coaching, counseling and disciplining employees
- Identifying operational trends and recommending system improvements
- Enforcing quality customer service standards and resolving customer service problems

- Ability to work independently and have strong written, verbal and analytical skills
- Contributes to team effort by accomplishing related results as needed.
- Assuring compliance with all local, state, and federal laws and regulations governing a rural public transit system.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree or higher in management, or equivalent degree
- A minimum of 5 years' experience directly supervising a medium sized staff
- A minimum of 5 years' computer experience
- Strong communication skills in both verbal and in writing
- Strong organizational, analytical and leadership skills

PRE EMPLOYMENT REQUIREMENTS

- Valid Ohio Driver's License.
- Safe driving record.
- Fit for duty and pass a DOT physical
- Clear Criminal Background Investigation (BCI)
- Negative Drug/Alcohol Tests

**** OCTA is a drug and alcohol free workplace. Applicants will be required to undergo drug and alcohol testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment. Ottawa County is an EOE.**

Posted Date: September 23, 2019