

Looking for a great place to work? Treasure Valley Transit is looking to grow our team and is accepting resumes for the Operations Manager position. Please review the information below for this position.

This position is salaried and offers a full benefits package after a 60-day probationary period. Salary is \$70,000-\$80,000 annually, DOE. Travel is required for this position.

Responsibilities

- Supervises, trains, evaluates, and motivates drivers and dispatch team
- Ensure the safety of passengers and employees by following safety precautions, laws, and regulations
- Scheduling vehicle maintenance and performing light vehicle maintenance
- Responds to driver incidents/accidents and conducts investigations
- Responsible for emergency preparedness, safety security and facility maintenance plans
- Addresses and resolves issues and complaints with passengers, drivers, and the public
- Tracking and coordinating driver certifications/trainings
- Responsible for vehicle hardware and software updates and utilization
- Ensures standards of vehicle cleanliness and uniforms are followed by being a positive example
- Operates buses as a backup driver as needed for fixed and demand response systems in all locations
- Dispatch and/or schedule routes as a dispatch/scheduler as needed

Qualifications

- Ability to work independently with little supervision and capable of exercising good judgment
- Excellent communication skills to collaborate with others in a fast-paced environment
- Ability to supervise 30 drivers in multiple locations and supervise dispatchers
- Ability to work under stress and remain calm during rapidly changing circumstances
- Knowledge and ability to ensure compliance with applicable laws, codes, policies, safety standards, rules, and regulations
- Ability to learn dispatch/route software to monitor, make changes, and schedule routes
- Ability to learn demand response and fixed route services in all locations quickly
- Ability to bend, twist, push, pull, carry up to 50 pounds and sit for long periods of time

Education and Experience Requirements

- Valid Idaho CDL with passenger endorsement and current DOT medical certification
- High School diploma or GED with bachelor's degree in business, public administration, transportation, or equivalent experience
- 3-5 years of work experience in bus driving, public transit, non-emergency medical transportation, fleet maintenance, and ADA equipment
- 5 years of management/supervisory experience
- Intermediate computer skills required

All employment offers are contingent upon successful completion of a pre-employment drug test and a criminal background check. Treasure Valley Transit, Inc. is an equal opportunity employer. Qualified applicants will not be discriminated against in regard to race, color, religion, sex, national origin, age, marital status, non-job related disability, gender identity, sexual orientation, or any other protected group status.