



YUMA COUNTY INTERGOVERNMENTAL PUBLIC TRANSPORTATION AUTHORITY JOB DESCRIPTION

Job Title:	Transit Management Assistant		
Department:	Yuma County Intergovernmental Public Transportation Authority (YCIPTA)	FLSA Class:	Exempt
Salary Range:	41,600- 56,500		

SUMMARY AND PURPOSE:

Within the Yuma County Intergovernmental Public Transportation Authority (YCIPTA) and under general supervision, performs and assists in performing routine to moderately difficult research studies and prepares reports and recommendations for a wide variety of transit issues; coordinate, and monitor the performance of contract personnel engaged in the operation and maintenance of public transit vehicles in accordance with YCIPTA policy; designs routes and providing information to drivers and staff; participates in grant activities; oversees marketing materials including flyers, route schedules, pamphlets, and brochures; ensure compliance with Federal Transit Administration (FTA) programs such as Title VI, Disadvantage Enterprise Program (DBE) and Equal Opportunity; and assists citizens and the general public and provides information.

Essential Duties and Responsibilities:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

MAJOR TASKS AND RESPONSIBILITIES:

- Will assist in ensuring that all required reports are appropriately prepared and submitted on time.
- Assist in Strategic Planning activities.
- Prepares and reviews mileage, usage, data, related reports and records for the FTA and ADOT funding streams.
- Submits monthly reports as required to the Transit Director for review and approval.

- Ensures adherence to ADOT and FTA compliance regulations in regards to preventative maintenance.
- Facility Maintenance and monthly inspections, coordinates repairs as needed
- Ensures equipment on vehicles are fully functioning and in compliance (fire extinguishers, etc) DOT inspections are current and correct DOT stickers are located.
- Review and closeout work orders.
- Vehicle, bus stop and facility cleaning. Weekly a bus is to be inspected after detail by utility, form to be completed and reported to Operations manager and/or Transit Director. Bus stop are to be inspected on a regular basis for cleanliness and proper signage.
- Accidents – keep complete records of all accidents to include pictures, reports, etc.
- Route monitoring – complete weekly route monitoring using route monitoring form and provide final report to Operations Manager, Transit Director and RATP Dev Operations Manager and GM.
- Assists and analyzes customer needs and makes recommendations for developing, implementing, improving, and expanding transit services and policies.
- Assists in providing continues effort to improve operations, decrease turnaround times, streamline work processes, all while working cooperatively and jointly to provide quality seamless customer service.
- Assists in bus shelter permitting and placement as well as advertising efforts.
- Assist in procurement activities to include preparation of solicitations and supporting documentation in procurement files.
- Assists the Transit Director in working with other departments to ensure that ADOT and FTA program compliance is in adherence with all applicable standards.
- Because of YCIPTA's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

EDUCATION - EXPERIENCE AND TRAINING FOR POSITION:

Required:

- Graduation from high school or equivalent
- Preference of 2 years' experience in transportation industry.
- Must have a valid Arizona Driver's License
- Must be able to be insured by YCIPTA's vehicle insurance program.

SPECIFIC SKILLS/KNOWLEDGE/ABILITIES REQUIRED FOR POSITION:

Ability to:

- Have knowledge of Operations, services and activities of a vehicle performance program.
FMCSA regulations Sections 396.3(a) and 396.7.
- Concepts and techniques related to computer programming for reliability testing and analysis.
- Statistical, mathematical and comparative analysis techniques and formulas.
- Advanced methods and techniques of data collection and analysis.
- Methods and techniques for assessing performance against established objectives.
- Fundamentals of technology used in transit operations.
- Principles and practices of statistical recordkeeping and reporting.
- Establish and maintain effective relationships with staff and officials, outside agency personnel, and the general public

- Write with clarity and conciseness
- Be self-motivated and to work effectively as a team member
- Use computers to word process, and to collect/manage data, including MS Office Suite.

WORKING CONDITIONS:

Environmental Conditions:

Office environment; exposure to computer screens; shops and transit station environment.

Physical Conditions:

May require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time. Must be able to lift 50lbs.

YCIPTA require the successful completion of a background check and drug test prior to appointment. Must possess and maintain a valid Arizona driver's license.