City of Rapid City  
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Rapid Transit System Division Manager</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>RTDM</td>
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<td>Job Family:</td>
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<tr>
<td>Pay Grade:</td>
<td>NU24</td>
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<tr>
<td>Date Revised:</td>
<td>2/4/2022</td>
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<td>FLSA Status:</td>
<td>Exempt</td>
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**General Summary:** This position is responsible to directing, assigning, supervising and coordinating the Rapid Transit System to ensure optimum use of equipment, facilities and personnel; and directs and manages the operation of the City owned parking areas.

**Essential Duties and Responsibilities:**

_The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description._

- Plans, directs, and manages the daily operations of the Rapid Transit System, to include but not limited to fixed route service, paratransit and City View Trolley.
- Provides oversight and direction in all areas of transit, including operations, planning, dispatch/scheduling and customer service.
- Ensures compliance with federal regulations governing reporting requirements and other pertinent state and local regulations.
- Prepares and manages all Federal Transit Administration operating/capital grants and submits required reports.
- Serves as a committee member on the Technical Coordinating Committee for the Metropolitan Planning Organization.
- Coordinates all transportation planning activities related with the Metropolitan Planning Organization.
- Prepares annual capital/operating Rapid Transit Systems budget and City bus terminal budget.
- Manages City public transportation facility when necessary.
- Performs duties of Route Supervisor when necessary.
- Prepares all bid specifications and supporting documents for revenue rolling stock and transit support equipment procurements.
- Provides management of City owned transit facilities; transit operations center, transit bus storage facility, and various parking areas including buildings and grounds.
- Coordinates, monitors and evaluates all transit vehicle maintenance with third party contractors.
- Promotes the use of public transportation through community outreach with presentations to community groups and investigates and seeks resolutions to customer complaints.
- Prepares and conducts presentations to the Mayor and City Council.
- Manages a team of supervisors who supervise full-time and non-benefited employees.
- Interviews, hires, and trains employees; planning, assigning, and directing work; addressing complaints and resolving problems.
Qualifications:

Education and/or Experience:

Bachelor’s degree in public administration, business, or related field and four years related experience and/or training, to include supervisory experience.

Certificates, Licenses, Registrations:

Must possess a valid South Dakota driver’s license or ability to obtain within 30 days from date of hire.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles; outside weather conditions and vibration. The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles; outside weather conditions and vibration. The noise level in the work environment is usually moderate.

Other Skills and Abilities:

Demonstrated knowledge of federal transit regulations and procedures related to public transportation, fixed route and paratransit bus service delivery applications, and ADA regulations.