

Director of Parking & Transit



Position Summary:

Direct Supervisor: City Administrator/ Transit Commission
Department: Transit and Parking Utilities
Version Date: January 17, 2024
Salary Grade: 19
FLSA Status: Exempt / Full-time (Non-represented)

The Director of Parking and Transit is a Department Head level position, fully responsible for leadership and management in directing the daily operations of both the Parking Utility and Shoreline Metro. Work involves complete responsibility for planning, organizing, coordinating, and directing the operation of municipal parking and the transit system. General supervision is given to all parking and transit employees; however, responsibility for direct supervision is given to subordinate supervisory personnel. Problems that arise are to be resolved by the use of independent judgment and knowledge of department operations. Work involves responsibility for planning, organizing, coordinating and directing daily operations within Federal, State and local operating parameters.

The Director of Parking and Transit also serves as the organization's Chief Executive Officer, Accountable Officer (PTASP), Title VI Officer, Transit Asset Management Plan Officer, Complaints Resolution Officer, and ADA Officer in accordance with and as required by the Federal Transit Administration regulations and requirements.

Essential Responsibilities:

- Supervises, oversees and directs the complete operations of the Transit and Parking Utilities;
- Prepares and develops annual operating and capital budgets for the parking and transit utilities;
- Prepares and administers operating & capital grants from FTA and/or WisDOT;
- Reviews financial records and ensures compliance with local, state and federal audit standards (with finance department staff);
- Prepares and files reports as required by WisDOT, FTA, National Transit Database and other programs providing oversight or financial assistance for operations;
- Creates and maintains a positive culture for all personnel and staff;
- Supports and develops staff positions through training and resources;
- Maintains an open-door policy for all employees;
- Oversees supervision of transit and parking staff, supervisors, bus drivers, mechanics, and maintenance workers;
- Responsible for transit's required programs including Title VI, Adults with Disabilities (ADA), and Public Transit Agency Safety Plan (PTASP);
- Maintain the Transit Asset Management Plan (TAMP) for Shoreline Metro and update information and targets on an annual basis;
- Acts as the Complaints Resolution Officer for Shoreline Metro;
- Reviews financial reports, bill payments, time cards and PTO requests on a regular basis;
- Assists in labor negotiations and handles second step of grievance procedure;
- Assists in maintaining departmental technologies such as software, computers, tablets, GPS, door access and wireless phones;
- Assists in the development of bid specifications and procurements for all equipment and vehicles especially those funded through FTA;

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- Formulates departmental policies and procedures (T.E.A.M.), rules and regulations and other directives to achieve efficient system operation;
- Oversees the recruitment and onboarding of new employees and assists with development and training;
- Prepare and coordinate all correspondences and information for federal triennial reviews;
- Reports to the Transit Commission on a regular basis on operations, statistics, and updates and assists in the development of agendas, materials and meeting dates;
- Participate in meetings, commissions and special ad-hoc committees as required of the position and represent transit and parking utilities in all city-wide business and functions;
- Attend Common Council meetings as needed or required;
- Other related work as required.

Experience & Education:

- Bachelor's degree in Public Administration, Finance, Business Administration or closely related field required.
- At least 5-7 years' experience of increasing professional responsibilities in a transportation-related field organization.
- At least three years of supervisory experience as a transportation manager or assistant director level.
- Thorough experience with and understanding of:
 - Federal Transit Administration and Wisconsin Department of Transportation laws, regulations, and best practices related to public transit;
 - Section 5307 and 85.20 funding, budgeting and grant applications for a municipal transit system;
 - Americans with Disabilities Act (ADA), Title VI, DBE, and procurement compliance as it relates to a municipal transit system;
 - Labor relations within a union environment;

Qualifications & Skills:

- Knowledge of the modern principles of transit management including knowledge of federal, state, and local laws governing transit systems;
- Knowledge of transit system equipment and operations;
- Thorough understanding of Microsoft Office, WordPress, and other workplace software applications;
- Ability to determine efficient bus routes and schedules and to analyze transit needs of the community;
- Ability to effectively plan and develop bus routes and manage transit operations;
- Considerable knowledge of administrative, managerial, and supervisory principles and practices;
- Ability to plan, organize, implement and evaluate transit system programs. Ability to effectively present and communicate to the Common Council, staff, and general public (public communication and relations skills);
- Ability to establish and maintain effective working relationships with staff, employees and general public;
- Ability to interpret and implement planning and procurement required for federal funding. Procurement principles dictate prompt purchasing of goods and services;
- Ability to develop and teach basic defensive driving, passenger relations, and emergency procedures for all new employees;

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- Develop and maintain positive collaborations with community organizations that are mutually beneficial to customers, the Transit System and community agencies;
- Ability to provide administrative support for the City of Sheboygan Emergency Operations Center or other city departments during declared states of emergency;
- Excellent interpersonal and communication skills required. Multi-lingual abilities are an asset;
- Advanced knowledge of basic mathematical principles;
- Ability to act, make decisions, and justify action based on rational thought, good judgment, and logical thought;

Pre-Employment:

- Must pass a State of Wisconsin Department of Motor Vehicle background check with no DUI convictions within the past ten (10) years.
- Must pass a State of Wisconsin Criminal background check.

Post-Job Offer Requirements:

- Must successfully complete and pass a non-DOT pre-employment physical examination and maintain those standards as a condition of employment.
- Must successfully complete and pass a pre-employment DOT drug screen.

Post-Hire Requirements:

- Must pass a 90-day probationary period.
- Must submit to FTA required drug and alcohol testing requirements including but not limited to pre-employment, post-accident, random and reasonable suspicion testing as a condition of employment.

Work Environment:

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 qualified individuals with disabilities to perform the essential functions. General working conditions are 75% in a general office setting, 10% on Shoreline Metro vehicles or in a general dispatching capacity, 10% outside assisting with Parking Utility duties and 5% dedicated to traveling/overnight stays.

Department Summary:

Shoreline Metro provides fixed route and paratransit public transit services to a metropolitan area of 70,000 including the cities of Sheboygan and Sheboygan Falls and the Village of Kohler. Annually, over 600,000 rides are provided covering over 550,000 service miles on 9 fixed routes and four school day trippers. Metro Connection, a division of Shoreline Metro, provides demand-responsive trips to individuals with disabilities or over 60 years of age. Over 25,000 rides are provided annually covering around 150,000 miles.

The Parking Utility maintains all public parking in downtown, Riverfront, South Pier and Heritage Square including on- and off-street metered, reserved parking and off-street free parking options. The Parking Utility maintains over 15 public parking lots, 20 blocks of on-street parking meters, 500 off-street parking meters, several acres of lawn maintenance at the Industrial Park, weed control in downtown, and flower planter watering and maintenance.

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Shoreline Metro and the Parking Utility are under the authority of the Sheboygan Transit Commission.

Acknowledgement:

The job description includes the essential responsibilities of the position and is not to be construed as all-inclusive. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific essential responsibilities does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

My signature below is both an acknowledgement of my understanding of the job description for this position, as well as my commitment to uphold and promote the mission, vision, and core values of the City of Sheboygan, and work to fulfill the six values of the City's Strategic Plan.

Employee Name:_____ Employee Number:_____

Employee Signature:_____ Date:_____