

# NANTUCKET REGIONAL TRANSIT AUTHORITY (NRTA)

## POSITION DESCRIPTION

**Job Title:** Operations and Facilities Manager  
**Job Location:** NRTA Administrative Offices  
**Exempt:** Yes  
**Status:** Full Time/Salary with Benefits  
**Reports To:** NRTA Administrator

ALL employees are required to follow proper, lawful procedures while carrying out their duties, as included in the NRTA Personnel Policy Manual.

### ESSENTIAL DUTIES AND JOB DESCRIPTION

Assist the Administrator in providing a wide variety of tasks as instructed by the Administrator. This position will assist the Administrator in overseeing and managing daily transit operations as well as managing the NRTA facilities and transit bus stops. This individual will assist the Administrator to complete required monthly State reporting and will maintain required documentation. The successful candidate will assist in procuring quotes for a variety of services for NRTA and will assist in the implementation and daily monitoring of purchased transit services.

**Vehicle Maintenance:** Monitors all aspects of Vehicle Maintenance and reporting. Identifies part procurement efficiency and inventory stock. Monitors fuel usage management controls are in place and verifies ongoing expenses.

**Insurance Claims:** Assist Administrator in accident claims along with assistance in reporting and accident investigation follow up.

**Facilities/Bus Stops:** Responsible for daily management and monitoring of all NRTA facilities for needed site maintenance and repairs. Monitors bus stop locations for cleanliness and needed maintenance.

**Capital Projects:** Assists Administrator in Capital Projects and procurement of quotes following NRTA procurement guidelines.

Transit Services: Responsible for the daily monitoring of NRTA contracted service providers in schedule adherence and day to day services of the contractor. Assists Administrator with contract adherence in all aspects of the Transit Service contract.

Provides any other services from time to time as required by the NRTA Administrator.

**Qualification Requirements:** To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must have exceptional oral presentation and communication skills
- Must be able to prioritize and deal with multiple tasks
- Must have experience with the following software:
  - ❖ Windows
  - ❖ Microsoft Office or similar office software package.

**EDUCATION AND/OR EXPERIENCE:** Must have High School Diploma with demonstrated history of management responsibility

**COMMUNICATION SKILLS:** Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures and governmental regulations. Ability to write reports, business correspondence and technical reports. Ability to clearly communicate information, and respond to questions from customers and the general public.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply and divide figures, and calculate figures and amounts such as percentages and averages; ability to interpret graphs; ability to compile and assist with financial statements.

**REASONING ABILITY:** Ability to solve practical problems and deal with a variety of concrete variables in situations where limited information exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Must have or be able to obtain a valid Massachusetts driver's license.

**OTHER SKILLS AND ABILITIES:** The individual must have a high level of integrity and dependability, high energy and be results oriented.

**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 made be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to:

- Sit; use the hands to finger, handle objects, tools and controls and reach with hands and arms; talk and hear
- The employee must occasionally lift and move up to 25 pounds.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those of an employee encounters while performing essential functions of the 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 may be occasionally exposed to airborne particles at the bus garage; occasionally travels by automobile, and can be exposed to changing weather conditions.
- The noise level in the work environment is usually moderate.

**OSHA CATEGORY:** This position performs tasks that involve no exposure to blood, body fluids, or tissues, but employment may require performing unplanned Category 1 procedures. Ensures OSHA requirements are being met in the workplace.

**OTHER COMMENTS:** The description is intended to describe the essential job functions, the general supplemental functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of an individual so classified. Other functions may be assigned and the Administrator retains the right to add or change the duties at any time.