



Title: Chief Operating Officer

FLSA Status: EXEMPT

BRIEF DESCRIPTION:

This classification is primarily responsible for performing Executive Management level tasks in the following areas: Program, Policy, and Procedure Review, Analysis, and Support; Department Administration; and Project Oversight and Management. Work mainly involves strategic planning, complex problem solving and mediating highly conflicting, unexpected, and unusual problems involving multiple groups. Serves as a key advisor to the District’s General Manager/CEO, and Board of Directors; the Chief Operating Officer is the District’s internal subject matter expert on issues involving daily bus and rail operations.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	(L) Light Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	(M) Medium Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	(H) Heavy Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	(V) Very Heavy Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.
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#	Code	Essential Functions	% of Time
1	S	Program, Policy, and Procedure Review, Analysis, and Support: Maintain executive level operational oversight of the District’s Bus and Light Rail System including both day-to-day transportation and maintenance responsibilities, Transit Police and security program and critical business and support functions, including service scheduling and operator training. Perform field reviews of the District’s operations. Participates as a key member of the District’s Capital Program Committee which has responsibility for development of the District’s multi-year Capital Improvement Program. Conduct operations and division staff meetings. Establish, regularly review and monitor performance indicators from each operation’s department. Participate in executive staff meetings. Conduct grievance hearings. Review rules, policies, and procedures for accuracy and consistency. Participate in District Board meetings and committee meetings. May serve on local, regional, and national committees such as the Capitol Corridor Joint Powers Authority, the San Joaquin Valley Rail Committee, APTA committee on public safety, and Operation Lifesaver, a national grade crossing safety organization on behalf of the District. Participate in rail operations and regulatory committee of California Transit Association with CPUC and FRA. Meet with California Public Utilities Commission and Federal Railroad Administration on rail safety issues and the California	40%



		Highway Patrol Motor Carrier Safety Committee. Other duties as assigned.	
2	S	Department Administration: Evaluating and recommending ways to enhance operational effectiveness, contain costs and improve efficiency. Review monthly budget reports from each operations department. Monitor capital spending for projects within the operations division. Review annual budget proposals from each operations department. Develop annual budgets, departmental goals, performance indicators and monitor compliance. Other duties as assigned.	30%
3	S	Project Oversight and Management: Receive and review material from equipment manufacturers regarding new technology. Evaluate technology from other manufacturers and transit operators. Participate in APTA forums on transit operations, technology specifications and service scheduling. Provides executive level direction and oversight for the development of rail, bus, and community bus services programs, vehicle requirements, operator programs, and maintenance requirements. Review specification language with operations, procurement, and engineering staff and provide technical direction. Attend design review meetings with consultants, architects, and engineers to review plans and specifications. Attend meetings with consultants and planning staff to review future capital projects. Review drawings, specifications, and budget estimates for District projects. Other duties as assigned.	30%

JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Four (4) years of college resulting in a Bachelor’s degree or equivalent from an accredited college or university in Business Administration, Public Administration, Engineering or a related field. Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.
Experience	A minimum of ten (10) years of progressively responsible management experience bus and rail operations.
Supervision	Work requires managing and monitoring work performance of a division including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.
Human Collaboration Skills	Final decisions regarding policy development and implementation are made and/or recommended. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.



Freedom to Act	The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.
Technical Skills	Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and /or processes organization-wide. Independent judgment and decision making abilities are necessary to apply technical skills effectively.
Budget Responsibility	Position as district wide fiscal responsibility. Assures that appropriate linkages exist between district-wide budget, funding limitations and service levels, to meet specific departmental and organizational goals. Monitors progress toward fiscal objectives and adjusts plans as necessary to reach them. Prepares agency financial statements and budget reports.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Writing	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	

KNOWLEDGE
<ul style="list-style-type: none"> • Policies, operations, and functions of a regional transit agency • Laws, ordinances, and regulations affecting transportation services and equipment maintenance • Principles of administration and program management • Employer/employee relations and provisions for labor contracts • State and federal regulations regarding the operation of transit systems and transportation safety • Rail engineering and construction principles • Rail transit and railroad engineering, operations, and safety rules • Budget development and administration • Transit vehicle technical specifications and standards • Transit operations and maintenance functions • Public agency procurement regulations • Principles of transit service scheduling



SKILLS
<ul style="list-style-type: none">• Advanced word processing, spreadsheet, presentation and database software• Specialized software related to functional area

ABILITIES
<ul style="list-style-type: none">• Ensure the provision of safe, reliable, and quality transit service operations• Communicate effectively with external organizations and community groups about public transit• Resolve sensitive issues raised by the community on District operations• Plan, organize, and direct operations of a regional transit agency• Serve on assigned local, regional, and national committees• Prepare clear and concise administrative and technical reports• Prepare and monitor complex budgets• Manage and supervise large numbers of employees effectively



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-				
Sedentary X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Continuously <small>2/3 or more of the time.</small>	F Frequently <small>From 1/3 to 2/3 of the time.</small>	O Occasionally <small>Up to 1/3 of the time.</small>	R Rarely <small>Less than 1 hour per week.</small>	N Never <small>Never occurs.</small>
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	O	Making presentations; Observing work site; Communicating with co-workers
Sitting	F	Desk work; Meetings
Walking	F	To other departments/offices; Around work site
Lifting	O	Supplies; Files
Carrying	O	Supplies; Files
Pushing/Pulling	F	File drawers
Reaching	F	For supplies; For files
Handling	F	Paperwork
Fine Dexterity	F	Computer keyboard; telephone keypad; Calculator
Kneeling	R	Filing in lower drawers
Crouching	O	Filing in lower drawers; Retrieving items from lower shelves/ground
Crawling	N	
Bending	O	Filing in lower drawers; Retrieving items from lower shelves/ground
Twisting	F	From computer to telephone; Getting inside vehicle
Climbing	O	Stairs
Balancing	R	On step stools
Vision	C	Reading; Computer screen; Driving; Observing work site
Hearing	C	Communicating via telephone/radio to co-workers/public
Talking	C	Communicating via telephone/radio to co-workers/public
Foot Controls	R	Driving
Other (specified if applicable)		

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, fax machine, copier, vehicle, calculator, computer and associated hardware and software.



ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	N
Noise and Vibration	N
Wetness/Humidity	N
Physical Hazards	N

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED: None

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 2 below)	N

(2) N/A

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3) N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.