

Carroll County Transit, a county public transportation system, is currently seeking qualified applicants for a full-time Operations Manager position. Must also be proficient in Microsoft Word and Excel and maintain a strong understanding of the transit system. This position requires a minimum of five years' experience in transit related field or two years supervisory/management experience. Duties for this position include but are not limited to supervisory skills/experience, dispatching, scheduling and maintenance of drivers and personnel, provide reporting information to the Director. Applicants must have a valid driver's license, clean driving record and ability to meet county insurability requirements. Pre-employment drug screening is required. Interested applicants may pick up an application at 2205 Commerce Drive., Carrollton, OH or at www.carrollcountyohio.us or by calling (330) 627-1900 between 8a.m. and 4p.m. Monday - Friday.

Applications will be accepted until May 22, 2020 at 3:00p.m.

This institution is an equal opportunity provider and employer.



2205 Commerce Drive ♦ P.O. Box 185 ♦ Carrollton, OH 44615 ♦ Fax: 330-627-1088

Position: Operations Manager
Reports to: Transit Director
Hours: 6:30 a.m. – 3:30 p.m. unless otherwise designated

Responsibilities:

The following descriptions of the requirements of this position are current unless otherwise noted. However, adjustments and changes can be made at any time upon notification and review with the Transit Director.

Required Education, Experience and/or Certification Levels:

- Minimum of five years' experience in a transit related field. Must be proficient in Microsoft Word and Excel

Duties of this position include but are not limited to:

- Maintain performance standards for Public Transit programs as defined by Federal and State guidelines.
- Ability to do all phases of driver and dispatch job
- Directs on road operation of vehicles based on demand
- Direct Supervisor for all dispatchers, drivers (full and part-time)
- Responsible for scheduling maintenance of all vehicles
- Update and maintain records for all maintenance performed on vehicles
- Provide driver training for new hires and refresher for current employees
- Supervise personnel in absence of Director
- Maintain employee work schedule
- Attend as required any classes sponsored by various Federal and State agencies regarding operations
- Be knowledgeable in all areas of safety and security, maintenance, personnel issues, drug and alcohol, etc.
- Inform Transit Director of any procedure or policy that may impact operational efficiencies
- Answer any inquiries from general public that he/she may be knowledgeable in (if unable to answer questions, refer to Transit Director.
- Maintain a strong understanding of the transit system
- Work as a fill-in driver whenever necessary to maintain operations i.e., illness, vacation, etc.

Additional Requirements:

- Must be a minimum of 21 years of age with 5 years driving experience
- Must pass (test negative) pre-employment drug and alcohol test
- Must possess necessary operator's license and maintain an acceptable driving record
- This is a safety sensitive position and subject to random drug and alcohol testing
- Must pass criminal background check and maintain a clear record
- Must work flexible schedule based on needs of agency
- Must be able to pass physical qualification requirements of Department of Transportation for drivers transporting passengers for hire
- Must not possess a medical or physical condition, including an incurable vision impairment that may impair safe driving, passenger assistance, emergency treatment, or the health and welfare of a passenger or the general public
- Within 6 months of hire, must complete a passenger assistance training course that will be provided by Transit
- Must pass a training course in first aid and CPR with first year of employment
- Must possess the ability to help the consumer to safely enter and exit the vehicle
- Require mobility to stand, stoop, reach and bend
- Perform work which involves lifting, pushing and/or pulling of objects which may approximate 50 pounds and may occasionally weigh up to 100 pounds.
- Must be high school graduate or GED equivalency
- Must be proficient in Microsoft Office programs i.e. Microsoft Word and Excel
- Any other activity or responsibility necessary to develop and maintain effective and efficient service operation and good public relations.
- Must be tolerant, patient, and have communication skills with clients
- Must be able to use judgment to make decisions under stressful situations
- Represent the Agency and staff with professional and courteous conduct

Employee Signature

CARROLL COUNTY APPLICATION FOR EMPLOYMENT

Equal access to programs, services and employment is available to all persons. Those applicants requiring accommodation to the application and/or interview process should notify the supervisor of the department at which you are applying. We consider all applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

POSITION			
Position Applied For		Date of Application	
How did you hear about the position?		Date available for work	
What is your desired salary range or rate of pay?			
Type of employment desired	Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>	Seasonal <input type="checkbox"/>

APPLICANT INFORMATION								
Last Name		First		M.I.				
Street Address					Apartment/Unit #			
City			State			ZIP		
Phone			E-mail					
Best time to contact you?								
Have you ever submitted an application to Carroll County?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when?			
Have you ever been employed by Carroll County?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when?			
Are you legally eligible for employment in the United States?					YES <input type="checkbox"/>	NO <input type="checkbox"/>		
If you are under 18, can you furnish a work permit?					YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Do you have a valid driver's license?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	State/Number:				
Are you able to meet all of the attendance requirements of this position?					YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Are you able to work overtime if necessary?					YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Will you travel if the position requires it?					YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Do you have any friends or relatives currently employed by Carroll County?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, who?			

EDUCATION								
High School					Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			
College					Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			
Other					Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			

EMPLOYMENT HISTORY

Starting with your most recent employer, provide the following information. Include any relevant volunteer activities, but exclude any organizations that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve National Guard or any other similarly protected status.

Company				Phone			
Address				Supervisor			
Job Title			Ending Salary	\$	May we contact?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Responsibilities							
From		To		Reason for Leaving			
Company				Phone			
Address				Supervisor			
Job Title			Ending Salary	\$	May we contact?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Responsibilities							
From		To		Reason for Leaving			
Company				Phone			
Address				Supervisor			
Job Title			Ending Salary	\$	May we contact?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Responsibilities							
From		To		Reason for Leaving			
Please explain any gaps in employment							
Have you ever been fired or asked to resign from a job?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain on separate sheet	

PROFESSIONAL OR TRADE ORGANIZATIONS

Please list any relevant professional or trade organizations of which you are a member. Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve National Guard or any other similarly protected status.

Organization				Office(s) Held			
Organization				Office(s) Held			

REFERENCES

Name			Relationship				
Phone			Email				
Name			Relationship				
Phone			Email				
Name			Relationship				
Phone			Email				

DISCLAIMER AND SIGNATURE

I certify that all information I have provided in order to apply for and obtain employment with Carroll County is true, complete, and correct. I agree and understand that omissions, misstatements, and falsifications will cause forfeiture on my part of all eligibility to any employment with Carroll County and may be cause for rejection of this application, removal of my name from eligibility lists, or discharge from County service, whenever it is discovered. I give Carroll County the right to investigate and verify any information obtained through the application process. Permission is granted and I release from any and all liability any employer, agency or individual assisting Carroll County in providing relevant, job-related information that will assist in this process. I expressly authorize, without reservation, Carroll County, its representatives, members or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application. I hereby waive any and all rights and claims I may have regarding Carroll County, its agents, members or representatives, for seeking, gathering, and using such information and all other persons, corporations, or organizations for furnishing such information about me.

I understand that an offer of employment may be contingent upon the successful completion of a pre-employment background criminal investigation, physical, psychological, polygraph, and/or drug and alcohol screen. If employed, I agree to provide proof of identity, relevant licensure or credentials, and authorization for employment in the United States. If I am hired, I understand that, unless otherwise defined by applicable law, any employment relationship with Carroll County is of an “*at will*” nature, which means that I am free to resign at any time and Carroll County reserves the same right to terminate my employment at any time. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that all conditions of employment including, but not limited to hours, benefits and salary are subject to change by Carroll County at any time. I understand that no representative of Carroll County is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the appropriate Appointing Authority.

DO NOT SIGN UNTIL YOU READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand, and accept all terms of the foregoing Applicant Statement.

Signature		Date	
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