

Southeast Vermont Transit Job Description

Position Title: Chief Operating Officer

Reports To: Chief Executive Officer

Brief Description: Provide leadership and overall responsibility for the operations, growth and continued improvement of the company including but not limited to financial management, operations responsibility, and company image.

Specific responsibilities:

Oversee the hiring, training, and management of all staff except Finance Department employees.

Ensure that a training program is implemented including but not limited to new hire orientation, operations, drug & alcohol policies, in-service training, on-going service training, safety training, etc.

Oversee the security and safety compliance of all company staff and property.

Complete appropriate FTA, VPTA, and VTrans reporting forms and request for information.

Be the company's D&A Compliance Officer and Safety Compliance Officer.

Oversee the operations of the company through the Operations Managers to ensure that the vehicles are operated safely, and are professionally maintained and operated by safe, courteous staff.

Ensure that a uniform program is implemented and enforced.

Assist the CEO and Chief Financial Officer in the drafting of state and federal grants for new and existing service, service areas, and facilities.

Engage proactively to prevent or mitigate issues.

Ensure staff members work in a collaborative and team-oriented manner.

Work with consultants and professional transit operators to stay current on transportation issues and opportunities.

Ensures staff are aware of and comply with AT's EEO program, Title VI program, Board and administrative policies, human resources policies, and other applicable policies and procedures.

Work with local partners for continued and expanded local funding support including contracts and servicing the partners.

Attend Board of Directors, VPTA, PTAC, etc. meetings as needed.

Keep the CEO and Chief Financial Officer informed of all pertinent information, problems, issues and opportunities.

Facilitate operations information distribution to staff, key partners, agencies, the Board, and other interests.

Assist with the procurement of new equipment and services through accepted bid procurement practices.

Assist in the design and execution of the marketing program.

Assist in operations whenever needed during peak or other periods by driving, managing the Mount Snow Drop Zone, or other needs.

Work with the select boards and planning commissions in neighboring towns to expand service and address concerns and opportunities.

Solicit appropriations from all SEVT towns, attend select board meetings as necessary and solicit and submit petitions when necessary.

Manage the company's Transit, Swiftly, and QRyde apps, software, and portals.

Support all company staff with assistance when needed.

Be the SEVT representative for the O&D Committee, regional commission transportation planning committees, and other such groups and organizations.

Work in partnership with the Chief Financial Officer regarding divisional finances.

Perform any other task as deemed necessary by the CEO.