



211 Smith Street

Sheridan, Wyoming 82801

(307) 672-2240

April 12, 2024

Job Opening
OPERATIONS MANAGER FOR GOOSE CREEK TRANSIT

Dear Applicant,

The Hub...on Smith is now accepting applications for the position of Operations Manager to provide leadership and oversight to a growing public transportation program in beautiful Sheridan Wyoming.

We are looking for a dynamic and experienced professional willing to learn the workings of an established program. If you have a passion for leading a team of committed people working to make Sheridan a wonderful place for people of all ages to live, please consider applying for this rewarding position.

This is a full-time exempt position with benefits and a starting salary of \$37,500. We offer Health, Dental, and Vision as well as Wyoming Retirement System Pension.

Attached you will find a complete job description. Please submit your application - including three work-related references, resume and cover letter to tburt@thehubsheridan.org or to my attention at 211 Smith Street, Sheridan, WY 82801. Applications will be accepted until the position is filled.

The Hub... on Smith is an equal opportunity provider, an equal employment opportunity and "At Will" employer. Candidates will be notified by phone if an interview is desired. Thank you for your interest in this position.

Warm Regards,

Taishia Burt
Director of Human Resources

SENIOR CITIZENS COUNCIL
The Hub on Smith
GOOSE CREEK TRANSIT JOB DESCRIPTION

POSITION: Operations Manager
LOCATION: 2114 Eastside 2nd Street
Sheridan, WY 82801
REPORTS TO: Transportation Manager

Essential Job Functions Include:

- Coordinate daily transit operations, including vehicle assignments and ensuring on-time performance.
- Monitor service activities, communicate with drivers, and oversee personnel operations.
- Maintain transportation paperwork and provide necessary information to drivers.
- Maintain accurate records of transit operations and assist with facility maintenance.
- Scheduling maintenance service at the local repair facilities and coordinating the movement of the vehicles in our fleet.
- Prepare and submit required reports to regulatory agencies.
- Handle inquiries regarding transit services, schedules, and policies.
- Provide excellent customer service to passengers and resolve complaints.
- Adhere to safety policies and procedures, ensuring compliance with regulations.
- Ensure ADA compliance and perform regular maintenance of transit stops and equipment.
- Collaborate with team members to achieve operational goals and improve services.
- Participate in meetings and trainings to enhance skills.

Minimum Qualifications:

- Possesses a high school diploma or its equivalent. Have a valid driver's license and a safe driving record. Experience working with the public, older adults or people with disabilities preferred.

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Senior Citizens Council is an equal employment opportunity employer