

Exhibit 5

CITY OF CARSON
Class Specification

City Council Reso No: 22-TBD
Bargaining Unit: CPSEA/SEIU 721
FLSA: Exempt

TRANSPORTATION PROGRAM MANAGER

Job Summary:

Under the direction of the Community Services Superintendent, plans, organizes, and evaluates a variety of transportation programs and related services offered by the City; supervises and evaluates staff assigned to Transportation Services and associated programs.

Essential Duties and Responsibilities:

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Plans, organizes, manages, and evaluates a variety of transportation programs and services.
2. Establishes, implements, and monitors performance standards, goals and objectives of assigned transportation programs and services.
3. Prepares, monitors, and controls budget and financial expenditures of assigned transportation programs and services.
4. Develops marketing plans, advertises and promotes assigned transportation programs and services.
5. Researches and prepares Request for Proposals and bid specifications for contracted programs, services and equipment.
6. Negotiates, prepares and administers contracts, and monitors and evaluates contractor performance, and provides recommendations to improve, extend or terminate contracts
7. Provides technical assistance and information to contractors
8. Supervises, trains, mentors, evaluates and participates in the hiring and disciplinary process of assigned staff.
9. Prepares, reviews, and approves reports and other correspondence, including but not limited to, City Council and California Transit Systems Joint Powers Authority agenda items.
10. Supervises the scheduling, routes and coordination of transportation services offered and contracted by the City, for the public's service.
11. Communicates and enforces legal, safe, and defensive driving practices, and provides safety training to drivers as needed.
12. Maintains inventory control and prepares plans to maintain and upgrade current City's transportation equipment, vehicles and bus shelters.
13. Responds to general public's complaints and inquires.
14. Recommends and assists with the maintenance of facilities and equipment related to transportation as needed.
15. Communicates with outside agencies, such as the Sheriff's and Fire Departments.
16. Develops and implements operational procedures for the transportation services division, including compliance with the ADA and other regulatory agencies' regulations including, but not limited to, Air Quality Rule 2205.
17. Inspects bus stops and shelters for damages and repairs.
18. Prepares and maintains records regarding work activity and assigned personnel.
19. Attends meetings, makes oral presentations to city employees, governmental, commissions and and/or public groups.
20. Participates in grants writing, application and administration process.
21. Performs related duties as required.

Qualification Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and Experience:

Bachelor's degree in transportation, business management, public administration, or related field and five (5) years of paid full-time supervisory experience in transportation or related field. Experience may be substituted for education on a year for year basis.

Knowledge of:

- Principles and practices of transportation program development and implementation.
- California Motor Vehicle code and laws applicable to transportation services offered and contracted by the City.
- Community transportation programs interests and needs.
- Applicable laws, codes, regulations, policies and procedures.
- Principles of supervision, training, and evaluation.
- Marketing, advertising and public relations principles and practices.
- City organization, operations, policies and objectives.
- General record keeping practices.
- Budgeting practices and procedures; grant administration.
- Appropriate safety practices and procedures.
- Personal computer software and hardware, including spreadsheets, word processing and presentation programs.
- Office practices and procedures.
- Medium to large size transportation services vehicles and equipment
- Effective methods of report presentation.
- Purchasing practices and contract administration.

Skill and Ability to:

- Effectively develop and administer transportation programs and services.
- Evaluate transportation programs, bus stops and equipment.
- Effectively prepare marketing plans.
- Use City's operations software, including Granicus, Tyler Munis and ActiveNet
- Supervise, train and evaluate staff.
- Identify and analyze problems and take effective corrective action.
- Establish and maintain effective working relationships with others.
- Effectively communicate orally and in writing.
- Maintain accurate records and prepare clear and concise reports.
- Make effective oral presentations.

License and/or Certificate:

Possession of a valid California Class B Commercial Driver License, with Air Brakes endorsement, and a Medical Examiner's Certificate from DMV. Employees in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving record. Possession of a valid First Aid/CPR certification is required at the time of employment.

Physical Requirements and Working Conditions:

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Perform work which is primarily sedentary
- Require ability to drive vehicles used by the City for transportation purposes.
- Require ability to talk, hear and see.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Is subject to inside and outside environmental conditions.
- May be required to use personal and/or city vehicle in the course of employment.
- May be required to work evenings, holidays or weekends.