

**NIAGARA FRONTIER TRANSPORTATION AUTHORITY  
JOB OPPORTUNITY NOTICE**

**March 6, 2019  
Job #029-19-N**

**TITLE: MANAGER, RAIL**  
**DEPARTMENT: SURFACE TRANSPORTATION**  
**SALARY: GRADE 20**  
**UNION: NON-REPRESENTED**

**WORK OBJECTIVE**

This is highly responsible supervisory and delegated administrative duties inherent in coordinating rail transportation and maintenance functions for the Metro Rail system. Duties include performing all delegated administrative activities involving such areas as developing and establishing goals and objectives, assisting in the evaluation of existing service levels together with making recommendations relative to service level improvements. Responsibilities include coordinating productivity studies and improvement efforts and performing benchmarking and special analyses to monitor and evaluate performance, utilization and operations. Duties are performed under the general supervision of the Director of Public Transit who reviews performance through periodic conferences and analysis of program effectiveness.

**ESSENTIAL FUNCTIONS**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such duties are a logical assignment to the position.

- Highly responsible supervisory and delegated administrative duties inherent in coordinating rail transportation and maintenance functions for the Metro Rail system.
- Performing delegated administrative activities involving such areas as developing and establishing goals and objectives, assisting in the evaluation of existing service levels together with making recommendations relative to service level improvements.
- Responsibilities include coordinating productivity studies and improvement efforts and performing special analyses and managing benchmarking data collection and reporting to monitor and evaluate performance, utilization and operations.
- Duties are performed under the general supervision of the Director of Public Transit who reviews performance through periodic conferences and analysis of program effectiveness.

**KNOWLEDGE, SKILLS and ABILITIES**

Knowledge of transportation management and rules and regulations. Knowledge of operational practices and problems associated with operation of transportation services. Knowledge of occupational hazards, safety precautions and effective supervisory techniques. Knowledge of principles and procedures of budget preparation and record keeping. Knowledge of office automation, network administration, information processing principles and practices. Knowledge and interpretation of union labor agreements. Ability to communicate effectively, both orally and in writing. Ability to plan, schedule, assign, supervise and inspect trades work. Ability to read and work from plans and schematics, follow and deliver oral and written instructions, keep accurate records and prepare and submit accurate reports. Ability to establish and maintain effective working relationships with contractors, employees and department heads.

**MINIMUM QUALIFICATIONS**

A Bachelor’s degree in public administration, business administration, engineering or related field and ten (10) years of progressively responsible experience in transportation (rail-related preferred), including at least four years of supervisory experience, or an equivalent combination of education, training and experience.

**PHYSICAL REQUIREMENTS**

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).

**ENVIRONMENTAL REQUIREMENTS**

Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

**TO APPLY:**

Send NFTA employment application, resume and cover letter **specifying the job number to 029-19-N:**

NFTA Human Resources  
181 Ellicott Street  
Buffalo, NY 14203  
Or email: application\_intake@nfta.com

**Application Deadline:** March 29, 2019

**POST:** 3/6/2019  
**REMOVE:** 3/29/2019

*The Niagara Frontier Transportation Authority is an Equal Opportunity Employer*