



Chief Operating Officer

September 2022

Eastern Contra Costa Transit Authority (ECCTA), operating as Tri Delta Transit, was formed in the San Francisco Bay Area in 1977 as a Joint Powers Agency (JPA). As an essential service, Tri Delta Transit has provided public transportation to the communities we serve for 45 years.

The agency is centrally located 40 miles east of San Francisco, one hour south of the Napa wine country, and approximately one hour from three major airports. This beautiful area is comprised of 65 national and local parks, thriving sport and recreational waterways, hiking and biking trails, historic downtowns, along with art and culture centers. Tri Delta Transit provides a rare opportunity to live and work locally, as eastern Contra Costa County is the chosen Bay Area location to raise a family due to the excellent schools and reasonable housing prices.

With an operating budget of \$32 million, Tri Delta Transit provides nearly two million pre-pandemic trips each year to a population of approximately 315,000 residents in the 225 square miles of Eastern Contra Costa County. The agency operates 16 fixed-routes on weekdays, six on weekends, senior and paratransit services, non-emergency medical transportation (NEMT), and the on-demand shuttle service, "Tri MyRide". Tri Delta Transit operates maintenance in-house, but contracts with First Transit for the operation of the transportation fleet.

As one of the 27 public agencies in the Bay Area, Tri Delta Transit has a long history of having a steadfast focus on providing innovative integrated mobility options and of meeting the needs of the riders served. Tri Delta Transit will continue to move transportation into the future.

Tri Delta Transit is looking for a passionate transformational leader with a commitment to a higher reliability of service and the demonstrated ability to advocate for, design, and implement innovative changes to transportation and mobility programs, services and activities throughout eastern Contra Costa County.

SUMMARY OF DUTIES:

Under the direction of the Chief Executive Officer, the COO's duties include, but are not limited to, creating and maintaining an inclusive work environment that instills safety as a fundamental value, supporting employee development, as well as the following:



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- Managing the day-to-day activities of the organization, and acting on behalf of the Chief Executive Officer in their absence.
- Auditing various workplace processes and implement new strategies to improve efficiency and communication across all parts of Tri Delta Transit's organization.
- Managing and being responsible for evaluating the performance of the following positions:
 - Chief Financial Officer
 - Director of Maintenance
 - Manager of Accessible Services
 - Special Projects Analyst
 - IT Specialist
- Serving as project manager for a variety of strategic initiatives and special projects.

EXAMPLES OF DUTIES:

- Provide strategic support to the CEO.
- Monitor daily service delivery levels.
- Develop long and short-range operation plans.
- Analyze service statistics on a monthly basis.
- Assist in the preparation of the monthly board report, and report to the board when needed.
- Manage and oversee all data reporting requirements (NTD, TrAMS, CARB, etc.). Gather and analyze all data required for federal, state, and local reporting requirements. Work with the appropriate department head to develop the plans/reports.
- Complete required reporting forms associated with grants management through the CFO review for accuracy.
- Monitor operational costs.
- Monitor operations contracts, which include paratransit, fixed route, on-demand and non-emergency medical transportation.
- Meet with each department head (Accounting, Maintenance, Accessible Services, Special Projects, and IT) to discuss the status of each department, identify any possible issues, and collaborate on the future solutions.
- Work with the IT specialist to ensure the company network is secure and in good working order. Plan for upgrades and supply support to the IT position.
- Attend meetings with various state and local governmental agencies to keep up to date on policies and procedures. Represent the agency's interests.
- Promote the service in the community.
- Other duties as assigned.



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KEY INITIATIVES:

The COO will collaborate with partners and staff to deliver the following strategic initiatives in alignment with the ECCTA (Tri Delta Transit) Strategic Plan.

ZERO EMISSION PROGRAM:

- Work with vendors, local cities, and utilities to develop and install hydrogen and electrical infrastructure to support both Battery Electric Bus (BEB) and Fuel Cell Electric Bus (FCEB) fleets.
- Monitor state and federal regulations that impact the deployment and management of Zero Emission Bus (ZEB) and FCEB.

FLEET MANAGEMENT:

- Review and participate in bus preproduction meetings for fleet consistency and growth.
- Coordinate bus purchasing options through the use of Federal, Local and State funds (I.E. - CMAS, MBTA purchase consortium and MTC TCP).

OPERATIONS:

- Manage and review invoices including but not limited to utilities, service contractors, and vendors.
- Provide daily service updates to staff and CEO.
- Develop future park and ride locations.
- Research innovative delivery options and work closely with the service contractors.

TECHNOLOGY APPLICATIONS:

- Represent the small operators and act as a liaison on the Clipper related committees to help guide the various Clipper projects. Facilitate the transition of Tri Delta Transit to Clipper 2.



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MINIMUM QUALIFICATIONS:

EDUCATION:

Bachelor's Degree in a related field required. Master's Degree desired. Experience can be substituted on a year for year basis.

EXPERIENCE:

At least five years managing personnel, developing mobility plans and budgets, and managing FTA grant oversight activities. Public Transit experience preferred.

KNOWLEDGE OF OR EXPERIENCE WITH:

- Exceptional track record of leadership and creating an inclusive environment. A proven ability to manage and motivate employees.
- Proficient in project management using tools such as Excel and transit-related software.
- Ability to prioritize work and manage without direction.
- Strong written and verbal communications skills with a strong commitment to accuracy.
- Resourceful and analytical.

- Comprehensive knowledge of transit operations:
 - Principles and practices involved in public transportation operations such as transit planning, organization, routing, run cutting, scheduling, and customer service.
 - Public management principles and practices.
 - Transportation related safety and security hazards and precautions involved in public transit systems.
 - Provides oversight for maintenance compliance and procedures
 - Transit mobility's role in the communities that are served.
 - ZEB policies and working with consultants in developing the ZEB bus roll out plan inclusive of hydrogen fueling and electric bus charging.

- Extensive knowledge of:
 - Federal laws, regulations and mandates pertaining to public transportation operations; ability to rapidly learn local and state laws and regulations as well as Tri Delta Transit policies and guidelines related to the operation of the Agency's public transportation systems.
 - Federal, state and local funding sources and reporting requirements within the public transit industry.
 - Transit related legislative requirements, especially the Americans with Disabilities Act.

TO APPLY:

To be considered for this opportunity, submit your resume and cover letter electronically via email to: HR@eccta.org.

APPLICATION DEADLINE: This position will remain open until filled.

Confidential inquiries should be directed to Human Resources by calling 1-925-754-6622.