

Job title: Assistant General Manager

Location: 1950 Wardrobe Ave, Merced, CA 95341

Apply: <https://jobs.workatfirst.com/jobs/34821?lang=en-us&previousLocale=en-US>

### **Assistant General Manager**

Become a part of our First Transit team as an Assistant General Manager. This position assists the General Manager in supervising daily operations. The Assistant General Manager monitors employee performance, identifies safety issues, and addresses operational needs. We hire individuals who make safety and customer service their top priorities. If you have the drive, confidence, and determination to succeed, we are looking for you!

#### **First Transit is proud to offer:**

- Tremendous career advancement opportunities due to a strong presence across North America.
- A comprehensive benefits package with paid holidays & vacation, medical, vision, and dental coverage, and 401(k) savings plan.
- A great work environment.

#### **Assistant General Manager major responsibilities:**

- Assumes first-line supervision of location employees. Ensures company policies and procedures are followed.
- Assists the General Manager in day-to-day operational oversight of location operations including billing, payroll, routing/scheduling, DOT & state compliance, accounts receivable and accounts payable, recruitment and hiring of location employees.
- Ensures drivers have the daily documentation necessary to complete their routes. . . Ensures vehicles dispatched are in proper working condition and daily DVI (pre and post trip) forms have been submitted.
- Coordinates the dispatching, in-service monitoring, and turn-in activities involved in daily transit operations. Acts as back up member of Dispatch or Scheduling team.
- Develops manpower requirements for Dispatchers, Operators, and assists with evaluating trip patterns for run structure revisions.
- Recommends and disciplines operations personnel. Interviews necessary drivers and staff and completes customer complaint investigations
- Completes necessary daily and/or weekly reports for company and customer
- Tracks and maintains employee attendance system, processes driver and operations staff vacation requests. Maintains/orders necessary driver and staff uniforms.
- Monitors and evaluates Operations activities. Includes: vehicle on-time statistics, missed runs, customer complaint data, accident data, road call data, and other operations related functions
- Performs all other duties as assigned and may assist with other areas based on location needs

**Assistant General Manager requirements:**

- 3 years passenger transportation management experience required
- Bachelor's degree preferred
- Proven ability to multi-task

*We aspire to have a culture where all people are First. We strive to attract and retain a diverse workforce therefore all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status. First is also committed to providing a drug-free workplace. For candidates applying to positions in San Francisco or Los Angeles California, First will consider for employment qualified applicants with criminal histories consistent with the requirements of the San Francisco Fair Chance Ordinance or Los Angeles Fair Chance Ordinance. First is an equal opportunity employer and by doing so we will sustain and promote an inclusive culture that supports future growth for all.*