

Sun Tran...driven to go the extra mile!



OPERATIONS MANAGER

OPENING DATE: May 19, 2025
CLOSING DATE: Open Until Filled
SALARY: \$71,339-\$89,173

QUALIFICATIONS:

This position requires a high school diploma and four years' experience in the transportation industry. Two years of college may substitute for up to two years of the required experience. Intermediate computer skills required (Trapeze and Microsoft Office experience preferred. Previous supervisory experience a plus.

MAJOR FUNCTIONS:

Manages personnel by monitoring and directing the tasks and assignments of the supervisors/dispatchers; notifying personnel of policy or operational changes; ensuring road checks, reviews, corrective case interviews and incident reports are completed in a timely manner. Assists Risk Management in ensuring that safety procedures are followed and coordinates communications between departments. Supervises the maintenance and operations of operational software systems. Reviews and investigates disciplinary matters, including attendance, complaints and possible violations of the bargaining unit agreement and Code of Conduct. Supervises subordinate staff to include evaluating performance, making hiring and termination recommendations, completing/routing all required personnel-related forms and documents; performs other duties as assigned.

BENEFITS:

Benefits include health care coverage for employee and dependents, vacation, sick leave, paid holidays, and a generous retirement plan.

TO APPLY:

You may fill out an employment application at 3910 N. Sun Tran Blvd. from 9am to 4pm, Monday through Friday. You may also download an application from our website at www.suntran.com, and fax it to (520)293-3348, or email it to suntranhr@tucsonaz.gov.

If selected for any of the positions, the company requires a background investigation and a pre-employment drug screen. We are an Equal Opportunity/Reasonable Accommodation Employer.

