



WTA

**Whatcom Transportation Authority
Bellingham, WA**

FLEET AND FACILITIES DIRECTOR

\$106,680 - \$142,956

Plus Excellent Benefits

Apply by

April 10, 2022

(First Review, Open Until Filled)

PROTHMAN



WHY APPLY?



Whatcom Transportation Authority (WTA) is an innovative, well-run transit agency with a dedicated team of employees and a supportive Board of Directors. The agency is highly regarded in the community for its organizational integrity and the quality of services provided. WTA is fiscally sustainable with healthy cash and reserve balances. The new Fleet and Facilities Director will have the opportunity to help positively shape the future of WTA in one of the most vibrant, beautiful areas in the Pacific Northwest.

THE REGION

Whatcom County is located in the northwest corner of Washington State. With its proximity to Mt. Baker, beautiful Puget Sound and the world-renown San Juan Islands, it is an extremely desirable place to live and work.

Situated just south of the Canadian Border, Whatcom County (population 229,000) is made up of several rural communities and smaller towns, as well as Bellingham (population 90,000), the county seat. Bellingham—home to WTA’s headquarters—is located about 90 miles north of Seattle and 51 miles south of Vancouver, British Columbia.

Bellingham enjoys a wide variety of lively community events, including a Farmers Market, food and music festivals, and recreational races for runners, kayakers, skiers, cyclists, and more. Bellingham is home to an award-winning school system, and a historic downtown area that consists of restaurants, art galleries and specialty shops, along with a mix of brew pubs, wine bars and cafes. Nearby institutions of higher learning include Western Washington University, Whatcom Community College, Northwest Indian College and Whatcom Community College, all of which call Bellingham home.

With 15,000 students, Western Washington University (WWU) is the largest employer in Bellingham, as well as a major contributor to Bellingham’s liveliness and culture. WTA enjoys a strong partnership with WWU. Prior to the pandemic WWU students accounted for 40% of WTA ridership.



The county’s largest employers are educational, health care and government organizations. However, its robust economy also supports a mix of small and medium sized businesses, including firms specializing in engineering and technology.

Whatcom County is a recreational haven. Skiers, hikers, kayakers, cyclists, boaters and other adventurers enjoy unparalleled access to the outdoors. The county also supports a thriving cultural community, with a lively theater and music scene and an eclectic mix of museums and annual festivals.

Bellingham’s climate is typical for the Pacific Northwest. While cloudy and rainy days are not uncommon, Bellingham receives less annual precipitation (36 inches) than Miami, New York City or Boston. A typical winter may bring one to five days of snowfall. More commonly, however, winter highs are in the 40s and 50s. Summer days are often warm, sunny and temperate with highs in the 70s and 80s and cooler temperatures at night.



THE ORGANIZATION

WTA's mission is to enhance their community by:

- Delivering safe, reliable, efficient, and friendly service.
- Offering environmentally sound transportation choices.
- Providing leadership in creating innovative transportation solutions.
- Partnering with our community to improve transportation systems.

WTA provides public transportation services throughout Whatcom County. Services include fixed routes, paratransit service, flexible on-demand service, and a vanpool program. WTA serves the City of Bellingham, as well as the smaller towns and communities of Ferndale, Lynden, Blaine, Birch Bay, Lummi Nation, Sudden Valley, Kendall, Everson, Nooksack, and Sumas. WTA also cooperates with Skagit Transit in neighboring Skagit County to provide fixed route service between Bellingham and Mount Vernon.

WTA is composed of eight divisions overseen by the Executive Department: Finance, Fleet and Facilities, Human Resources, Information Technology, Marketing and Community Relations, Operations, Planning, and Safety. WTA has an operating budget of nearly \$60 million and employs about 300 FTEs, including bus operators, mechanics, customer service representatives, route maintenance workers and administrative personnel. Of those 300 employees, 179 are transit operators.

Most of WTA's funding is from a 0.6 percent sales tax which is collected within its Public Transportation Benefit Area (most of Whatcom County).



WTA properties include agency headquarters in north Bellingham, downtown's Bellingham Station, Cordata Station, Ferndale Station and Lynden Station, as well as approximately 1,000 bus stops and 140 bus shelters. WTA's fleet is comprised of 62 full-size buses, including eight hybrid electric and two battery electric buses, 47 paratransit F450 cutaway buses, 18 vanpool vans and 40 administrative and shop vehicles. WTA's fixed route service features 27 routes, including a network of four high-frequency corridors within Bellingham. Service runs seven days a week. In 2019, WTA provided 4.6 million fixed route boarding's, or 15,100 per weekday. In 2008, WTA was recognized by the Federal Transit Administration for achieving the highest annual ridership increase in the nation.

WTA is governed by a 10-member Board of Directors composed of nine elected officials from jurisdictions throughout Whatcom County, plus one non-voting member representing labor. Board relations are positive and productive, with Board Members expressing strong support for the work of the General Manager, staff, and the service provided to the community.

THE FLEET & FACILITIES DIVISION

The Fleet and Facilities Division oversees Fleet Maintenance, Fleet Service, Route Maintenance, Facilities Maintenance and the Warehouse. The Fleet Maintenance and Service Departments ensure WTA vehicles and equipment are safe and maintained in a state of good repair. Other responsibilities include the effective management of vehicle specification, purchase, acceptance, inspection, modification, appearance, fueling, detailing and washing. Route Maintenance ensures fixed route bus stops and amenities are safe and clean. The Division also installs, repairs and maintains bus stops, shelters, route signage and information strips. Facilities Maintenance ensures that the Maintenance, Operations and Administrative Base and four transit stations are maintained and in a state of good repair. Facilities Maintenance also manage facility modifications, renovations and property purchases. The Warehouse Department orders, stocks and maintains parts and materials inventory required to maintain and repair vehicles and facilities, and supply all other departments. The Fleet and Facilities division operates on a 2022 budget of approximately \$9.5 million with 40 FTEs.

THE POSITION

Under the direction of the General Manager the Fleet and Facilities Director is an engaged and collaborative member of the executive leadership team. The Director plans, organizes, directs, and manages the Fleet and Facilities Division with general oversight of nearly 40 union-represented employees; responsibilities include vehicle acquisition, fleet maintenance, warehouse operation, facility construction, and facility and routes maintenance. This position will oversee the acquisition and surplus of all fleet vehicles, in accordance with WTA policies and state and federal regulations, which includes the development of vehicle specifications, appropriate participation in the procurement process and implementation of a vehicle-replacement program.

The Director will also direct and manage the planning, construction, and repair of all WTA facilities, develop a maintenance and replacement schedule for all WTA facilities and fixed assets, and oversee efforts to maintain the cleanliness and operational efficiency of all facilities owned or leased by WTA. The Director may serve as a member of the agency's collective bargaining team.

For a full job description, please view the attachment found [here](#).

OPPORTUNITIES & CHALLENGES

- Implementation with other departments, agencies, and the community to implement the 2040 Transit Strategic Plan, including consideration of Bus Rapid Transit.
- Capital projects relating to facilities and property development.
- Planning for new vehicles within new environmental and transit technology initiatives, including zero emission technology.
- Planning and re-development of the downtown transit station in a multi-agency collaborative process.
- The director will have the opportunity to recruit and hire the Fleet Manager, who is retiring in the near future. The director will also have the opportunity to recruit and hire a new management position in the department responsible for the capital improvement program and construction projects.

IDEAL CANDIDATE

Education and Experience:

A bachelor's degree in management or another job-related field of study from an accredited four-year college or university, and experience in project management is preferred. Five (5) years of progressively responsible experience in public or general administration, including two (2) years of supervisory responsibility is required. Experience working in a unionized environment and administering a labor contract strongly preferred.

Any equivalent combination of education and experience sufficient to perform the essential functions of the job will be considered.

Candidates must have a Washington State driver's license, an acceptable driving record and must submit a five-year driving abstract.

Necessary Knowledge, Skills & Abilities:

- The ideal candidate will be visible with staff, peers, and the community, and recognize and complement staff publicly. This person will be approachable and personable, strive to be fair, empathetic, caring, and compassionate, and stay open-minded.
- The successful candidate will be an innovative strategic thinker and planner who has strong interpersonal leadership skills, is able to have a hands-off management style. The Director must respect the expertise and experience of staff and develop and mentor staff.
- Skill as a decisive decision maker who is willing to make difficult decisions in a timely manner by using key data to make decisions.
- Demonstrated knowledge and respect for the federal, state and local policies, rules, and procedures relating to the administration of the department and agency operations.
- Experience making presentations to the Board relating to the department operations, projects, and vehicles. The director may also make presentations to community organizations relating to fleet and facility programs.
- Strong oral and written communication skills to all levels of the agency, department and across departments. The selected candidate will seek input from expert staff with major decision making and listen to understand.

- The ability to maintain communication and interaction with staff from other governmental agencies, such as planning and permitting for facility projects.
- A commitment to being involved with the agency's social justice and environmental initiatives.
- Grant knowledge and experience working on an agency grant administrative team for state and federal funding.
- Demonstrated experience and knowledge managing operating and capital budgets. It is preferred that candidates have governmental finance experience.
- Experience with capital and construction management, and administrative experience, including procurement.
- Strong vendor relationship skills, setting clear expectations at the beginning of projects and procurements.
- An ability to balance advocating for the needs of the department with being part of the agency leadership team.
- Ability to research trends and future planning for new equipment and vehicles relating to local, state and federal environmental initiatives.
- The ability to be proactive in operational and personnel problem solving.
- Excellent skills as a collaborator, and the ability to delegate with trust.
- Ability to interpret and implement a collective bargaining agreement.

COMPENSATION & BENEFITS

- **\$106,680 - \$142,956 DOQ**
- Medical insurance with full family coverage. Employee contributions range from \$0 - \$280 per month (2022 rates).
- Employer paid family dental and vision insurance.
- Life insurance at two times annual salary.
- Long-term disability insurance.
- Washington PERS
- 7 paid holidays per year.
- 24-37 vacation days per year based on length of service.
- 12 days of sick leave accrual per year.
- WTA bus passes for family members.



**For more information on WTA,
please visit:**

www.ridewta.com

Whatcom Transportation Authority is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **April 10, 2022** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to www.prothman.com and click on "Open Recruitments", select "**Whatcom Transportation Authority, WA – Fleet and Facilities Director**", and click "**Apply Online**", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



www.prothman.com

371 NE Gilman Blvd., Suite 310
Issaquah, WA 98027
206.368.0050