



**TRANSIT AND MTA FLEET MAINTENANCE DIRECTOR  
CITY OF CLINTON, IOWA**

The City of Clinton, Iowa (population 24,469) is seeking candidates for the position of Transit and MTA Fleet Maintenance Director. Clinton is in Clinton County, Iowa, on the Mississippi River. Located in eastern Iowa, adjacent to Quad Cities, and several other suburban cities, just over 2 hours from Chicago, citizens enjoy convenient access to a large variety of cultural events, dining, retail, recreation, sporting, employment, educational and entertainment opportunities. This is an exceptional opportunity for the right person.

For additional information about the City of Clinton please visit: [Clinton, IA | Official Website](https://www.cityofclintoniowa.gov/)  
To see the full job description: [Jobs • Clinton, IA • CivicEngage](#)

**Education Requirements:**

Bachelor's Degree in public administration, business administration, transportation management or closely related field.

**Experience/Qualifications:**

A minimum of eight (8) years of progressively responsible experience in public transit operations, transportation planning, or fleet management, including at least three (3) years of supervisory or management experience.

**Salary and Benefits:**

The Transit and MTA Fleet Maintenance Director is a full-time, FLSA exempt position. Current salary range is \$83,699 - \$107,619. Generous benefit package including: paid vacation, sick leave, holidays, Iowa Public Employees Retirement System (IPERS) contributions, and group health/dental/life insurance. Ability to purchase through payroll deduct vision insurance, long-term disability insurance, and flexible health/dependent care spending plan contributions.

**Residency:**

Must live within 20 miles from Clinton's City Hall in either Iowa or Illinois.

**To apply:** Send a completed City of Clinton application along with cover letter, resume, and salary history by 4:00 p.m. on January 16, 2026 to: Human Resources at [HR@cityofclintoniowa.gov](mailto:HR@cityofclintoniowa.gov)  
For questions, call 563-594-6754 or 563-613-0135.

**The City of Clinton is an Equal Opportunity Employer (EOE) and considers applicants for any posted position without regard to race, color, creed, religion, gender, national origin, age, disability, marital status, or any other legally protected status.**

**CITY OF CLINTON**  
**PUBLIC WORKS DEPARTMENT**  
**TRANSIT AND MTA FLEET MAINTENANCE DIRECTOR**  
**JOB DESCRIPTION**

**JOB SUMMARY:**

Under the supervision of the Public Works Director, the Transit and MTA Fleet Maintenance Director is an exempt position under the FLSA. Performs work of managing the City's public transit system—including fixed-route and paratransit services—and MTA fleet maintenance operations. Responsibilities include strategic planning, budgeting, procurement, grants compliance and reporting (FTA, IDOT, ECIA), and oversight of daily operations to ensure safe, reliable, and cost-effective delivery service for residents. Position leads transit operations and MTA fleet maintenance staff and ensures adherence to federal, state, and local regulations, performance standards, and industry best practices.

**ESSENTIAL JOB DUTIES:**

*(This list is not absolute or restrictive but indicates approximate duties and responsibilities that may be redefined pursuant to operational needs.)*

- Plan, organize, direct, and control activities related to municipal transit and MTA fleet maintenance; manages staff including interviewing, hiring, training, performance appraisal, and discipline.
- Develop and manage operating and capital budgets; manage and approve required quarterly and annual IDOT/FTA reports; manage audits, drug & alcohol program reporting, and policy documentation.
- Manage applications, compliance, and reporting for federal and state operating and capital grants (FTA, STA, IDOT); manage ECIA/RPA planning processes to maintain long-range capital replacement needs and grant eligibility.
- Manage procurement, specification development, and surplus processes for vehicles and equipment; leverage purchasing consortiums (e.g., Sourcwell) and auction platforms (e.g., GovDeals, Public Surplus); manage coordination of insurance updates for additions and disposals.
- Coordinate daily transit operations, vendor and customer communications, and dispatch/AVL systems; ensure continuity of bus tablets, farebox programming, and supporting software systems; provide oversight and direction for troubleshooting activities.
- Manage safety and security programs, including onboard camera systems, safety training, and compliance monitoring; manage the investigation of accidents and incidents and manage accident review procedures.
- Manage, negotiate and administer transportation service contracts (e.g., Medicaid transportation brokers, interlocal agreements) and oversee marketing and bus advertising programs.

- Manage payroll system and authorize payroll information; manage approve time-off and overtime; manage work schedules; manage grievances; participate in union negotiation teams; maintain a productive, compliant, and service-oriented work environment.
- Manage operations, including ensuring adequate staffing levels, staff scheduling, system readiness, and management of employee training for all transit fleet functions.
- Network with peer agencies of comparable municipal size to exchange best practices; attend IDOT/FTA/ECIA meetings and manufacturer visits relevant to fleet replacement planning and compliance.

## COMPETENCIES:

- **Strategic Leadership:** Ability to build and communicate a shared vision for transit services; align policies, resources, and staff behaviors to organizational goals; and advance long-term service and capital planning.
- **Operational Excellence & Accountability:** Demonstrated responsiveness, reliability, and competence in managing daily operations, regulatory compliance, and performance outcomes; consistently delivers high-quality, customer-focused transit services.
- **Collaborative Relationship Building:** Ability to cultivate strong, respectful, and productive working relationships with employees, union partners, City leadership, state and federal agencies, regional planning organizations, and the public.
- **Team Development & Engagement:** Skilled in motivating, developing, and coaching employees to perform at high standards; fosters a positive work environment centered on teamwork, communication, and shared responsibility.
- **Advanced Problem-Solving & Decision-Making:** Ability to anticipate issues; gather and interpret operational and financial data; develop practical alternatives; implement solutions; and evaluate results to ensure continuous improvement.
- **Communication & Transparency:** Ability to define, communicate, and reinforce clear expectations for work processes, safety standards, and professional conduct; ensures transparent communication across departments and with stakeholders.
- **Adaptability & Innovation:** Ability to adapt to evolving industry standards, technology, regulations, and community needs; demonstrates initiative in improving systems, processes, and service delivery.

## REQUIRED KNOWLEDGE AND SKILLS:

- **Extensive knowledge of public transportation administration**, including fixed-route and paratransit operations, service planning, performance monitoring, scheduling, customer service standards, and regulatory compliance.

- **Thorough knowledge of federal, state, and local transit regulations**, including FTA and IDOT requirements, grants management, procurement rules (including 2 CFR Part 200), reporting, and compliance with the Drug and Alcohol Testing Program.
- **Broad knowledge of fleet management principles**, including vehicle maintenance standards, lifecycle and capital replacement planning, specification development, warranty management, and best practices for maintaining a mixed municipal fleet.
- **Proficiency with transit technology systems**, including dispatching software (e.g., Easy Rides), AVL/GPS platforms, farebox/tablet systems, surveillance systems, and fuel management systems (e.g., Veeder Root); ability to interpret operational data and troubleshoot system issues through staff oversight.
- **Strong financial management skills**, including budgeting, purchasing, cost allocation, inventory management, and ensuring proper use of funds from multiple sources (federal, state, and local).
- **High-level interpersonal and relationship-building skills**, enabling effective collaboration with employees, union representatives, City leadership, regulatory agencies, planning partners (ECIA/RPA), vendors, and the public.
- **Ability to manage sensitive and confidential information** in accordance with federal program requirements, personnel standards, and City policies.

#### **MINIMUM QUALIFICATIONS:**

- **Bachelor's degree** in public administration, business administration, transportation management, or a closely related field, **and a minimum of eight (8) years of progressively responsible experience** in public transit operations, transportation planning, or fleet management—including **at least three years of supervisory or management experience**; or an equivalent combination of education, training, and experience that demonstrates the required knowledge, skills, and abilities.
- **Possession of a valid driver's license** and ability to meet City of Clinton insurability requirements. *(CDL not required for this leadership position.)*
- **Must reside within a 20-mile radius of City Hall**, maintain primary residence at that location, and be available for operational or emergency response needs as required by the City.
- **Non-user of tobacco products** and compliant with the **Smoke Free Air Act** during work hours and while representing the City.
- **Successful completion of a criminal background check**, reference check, and pre-employment drug screen; continued compliance with federally mandated FTA Drug & Alcohol testing requirements for transit administration personnel.

## PHYSICAL DEMANDS AND WORKING CONDITIONS:

The physical demands described are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties. Work involves regular sitting; frequent standing/walking; and occasional squatting, kneeling, bending, and reaching. Lifting and carrying generally involves 10–25 pounds frequently and 25–50 pounds on a moderate basis. Specific vision and hearing abilities are required to supervise safety-sensitive operations and monitor security systems. Work environment is primarily an indoor/office setting with occasional exposure to outdoor weather, mechanical shop environments, noise >85 dB, hazardous fumes/odors, electrical hazards, confined spaces, proximity to moving machinery, and working near moving traffic. Moderate work-related travel may be required for meetings, training, conferences, and manufacturer visits.

### Signature/Approval

Employee _____	Date _____
Supervisor _____	Date _____

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*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.*



## General Information

## City of Clinton Application for Employment

We consider applicants for all positions without regard to race, color, creed, religion, gender, national origin, age, disability, marital status, or any other legally protected status (EOE).

Name		Date		
Home Address				
Phone		Email		
Position applying for		Are you a citizen of the United States    Yes    No		
If no, do you have a valid work permit?    Yes    No		Are you 18 years or older?    Yes    No		
Have you ever been employed or applied for employment with the City?    Yes    No		If yes, when and what position?		
Do you have relatives employed by the City?    Yes    No		If yes, Name    Relationship Position		
Emergency contact name and phone		Have you ever been convicted of a felony?    Yes    No		
<b>Education and Training</b>				
High School Graduate or General Education (GED) Test passed?    Yes    No				
If no, please list the highest grade completed				
High School, College, Business School, Military (Most recent first)				
Name and Location	Dates Attended Month/Year	Year Graduated	Degree and Year	Major or Subject
Occupational License, Certificate or Registration	Number	Where Issued		Expiration Date
Occupational License, Certificate or Registration	Number	Where Issued		Expiration Date
Languages Read, Written or Spoken Fluently Other than English				

## Veteran Information

Branch of Service	Date of Entry	Date of Discharge
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## Special Skills

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**Employment (most recent first)**

Dates Employed	Employer	Phone Number	
Starting	Address	Hours per week	
Ending	Job Title	Number of Employees Supervised	
Specific Duties			
Reason for leaving			
May we contact this employer?			

Dates Employed	Employer	Phone Number	
Starting	Address	Hours per week	
Ending	Job Title	Number of Employees Supervised	
Specific Duties			
Reason for leaving			
May we contact this employer?			

Dates Employed	Employer	Phone Number	
Starting	Address	Hours per week	
Ending	Job Title	Number of Employees Supervised	
Specific Duties			
Reason for leaving			
May we contact this employer?			

<b>References:</b> List information of three people with knowledge of your character, work experience, and skills or ability for the position you are applying for. Do not list relatives.		
Name	Telephone	Years Acquainted

All statements made on this application are true and correct. I understand that intentional false statements made on this application will eliminate me from further consideration for employment or will be grounds for dismissal. I authorize the City of Clinton, and all my previous employers, educational institutions, law enforcement agencies, and other organizations named in this application (with the exception of _____) to conduct or participate in an investigation of my personal background, work history, educational credentials and police record as may be necessary to verify the information provided in my employment application and to determine my fitness to hold the position for which I have applied.	
Signature of applicant	
Signature of applicant	Date



(Use this form for age 18 years old and older)

## Background Check

### AUTHORIZATION FOR RELEASE OF BACKGROUND INFORMATION INCLUDING: EDUCATIONAL VERIFICATION, BACKGROUND INFORMATION, CRIMINAL ARREST HISTORY, SEX OFFENDER REGISTRY, CHILD ABUSE REGISTRY, DEPENDENT ADULT REGISTRY AND D.O.T. DRIVING RECORDS

You are hereby authorized to give to the \_\_\_\_\_ of the City of Clinton, Iowa, or their appointed agent or agents, any information considered by you to be confidential, which you have personal knowledge of, or is contained in files and records maintained by you, concerning my records as listed above. It is fully understood by me that a confidential relationship exists between the City of Clinton, Iowa and me, and that this confidential material or information given by you to them will be held in confidence by them. You are authorized to accept a photocopy of this authorization and give it full force and effect as the original.

"YES" answers to the following three (3) questions will not necessarily result in denial of acceptance of application. The city will consider all the circumstances, including the date and nature of events that led to the actions described below. Your written explanation will assist us in determining your eligibility and suitability. Please note that failure to provide complete, truthful and accurate information will most likely lead to denying acceptance of your application, or immediate termination upon the discovery of incorrect, false or inaccurate information.

**A. CRIMINAL OR CIVIL CHARGES:** Have you ever been convicted of, admitted committing, pleaded no contest or are you awaiting trial for any crime (excluding only minor traffic violations that do not involve any allegations of alcohol, drugs or reckless driving) or have any civil charges filed against you previously or currently pending involving allegations of child abuse or spousal abuse? You must answer "YES" even if the matter was later dismissed, deferred, reversed or vacated. If you answer "YES" to any of the following, on a separate sheet of paper, attach and provide an explanation including dates of the proceedings, the name and address of the court and/or employer or licensing body where the proceedings occurred, a statement of the accusation against you, and the final disposition of the matter.

☐ No ☐ Yes **If yes,** attach a separate sheet for explanation.

**B. EMPLOYMENT DISMISSAL OR TERMINATION:** Have you ever been dismissed, fired or terminated from any job or resigned at the request of or pressure from your employer or left employment while charges or an investigation of your behavior was pending or have you been refused tenure, reappointment or a contract from any employer? You must answer "YES" even if the matter was later resolved with any form of settlement or severance agreement, regardless of the terms. If you answer "YES" you must provide the date of termination or resignation and other action concerning tenure, reappointment or continuing contract denial, and the name, address and telephone number of the employer(s) and a statement of the alleged reasons for termination or resignation.

☐ No ☐ Yes **If yes,** attach a separate sheet for explanation.

**C. LICENSE/CERTIFICATION REVOKED:** Have you ever had any license or certificate of any kind (teaching license or other professional license) revoked, suspended or reprimanded or have you in any way been sanctioned or is any charge or complaint now pending against you before any licensing, certification or other regulatory agency or body, public or private? If you answer "YES" you must provide the dates of any proceedings, name, address and telephone number of the agency or body or employer and where any proceedings took place, a statement of the accusations against you, the final disposition, and/or current status of the charge or complaint.

☐ No ☐ Yes **If yes,** attach a separate sheet for explanation.

### VERIFICATION STATEMENT

I hereby certify that the information in this Application is true, correct, and complete to the best of my knowledge. I certify that I have answered all questions to the best of my ability and I have not withheld any information that would unfavorably affect my application.

#### **I also understand and acknowledge:**

- Any misrepresentation or omission of any fact whenever discovered in my application, this background check, &/or any other materials or during any interviews, may be the cause for the rejection of my application or may result in my subsequent immediate dismissal.
- The statements on this document will become part of my permanent record.
- An acceptance of my application is conditioned upon the completion of a satisfactory background check.
- With my signature on this document, I give permission to the City of Clinton to conduct this background information process.

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
Position(s) Applied For

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY

\_\_\_\_\_  
STATE

\_\_\_\_\_  
ZIP

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
DRIVERS LICENSE #

\_\_\_\_\_  
DATE OF BIRTH

\_\_\_\_\_  
GENDER

\_\_\_\_\_  
RACE

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
WITNESS

OFFICE USE: Sent by \_\_\_\_\_ Date \_\_\_\_\_ Return date \_\_\_\_\_ By \_\_\_\_\_