

## POSITION DESCRIPTION



### **Title:** Transportation Coordinator

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**Department:** Transportation

**Exemption Status:** Exempt

**Reports to:** Director of Facilities and Transportation

**Last Revised:** August 31, 2021

**Titles Reporting to Job:** Drivers

#### **Position Summary:**

The primary purpose of this position is to assist the department of transportation drivers in order to ensure the efficient and effective day-to-day operations of the department. This position also manages documentation and workflow for the Transportation department, working with the Director.


#### **Essential Duties and Responsibilities:**

Include the following, and other duties as assigned:

1. Maintains documentation and schedules daily cleaning of the agency's vehicles, also manages the vehicles' maintenance schedule, repairs and vehicle stickers
2. Assists Director of Facilities and Transportation with driver schedules and communication
3. Assists the Director of Facilities and Transportation in managing the transportation budget
4. Ensures follow up and completion of all issues identified from internal and external vehicle audits/inspections
5. Monitors and reports driver issues such as accidents, licensing or any safety concerns
6. Assists with assigning duties to drivers to ensure timely services
7. Collects and files daily attendance, and schedules calendar of drivers' routes
8. Maintains vehicle records; including fuel, logbooks, maintenance, repair and recovery of vehicles
9. Develops, implements, monitors and updates processes for transportation manual
10. Tracks driver employees' performance levels and prepares performance evaluations
11. Assists the Director with interviewing and hiring for vacant positions within the department
12. Performs driver duties as necessary due to temporary staff shortages, vacancies, etc.
13. Creates and organizes all routes within Mapping software
14. Performs other related duties as assigned by Facilities and Transportation Director or the CFO.

#### **Agency:**

1. Nurtures positive and collaborative working relationships with other Agency staff as well as outside providers
2. Implements the Agency mission, philosophy, and core values to daily work and decision-making adheres to agency policy
3. Cultivates a professional and respectful work environment
4. Engages in the Agency's Performance Quality Improvement process
5. Approves time sheets and ensures compliance with Agency and funder guidelines, accountable for daily activities within the allowable activities approved by the Agency

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**General Requirements:**

Sensitivity to cultural diversity is required. Will be subject to drug and alcohol screening, as well as aptitude and skills' testing. To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to perform the essential functions.

**Education/Experience:**

Minimum of High school Diploma or GED, plus a minimum of five years' works experience including at least two years' work in a similar environment. Must have good communication skills, as well as basic math and writing skills.

**Language Skills:**

Bilingual Spanish preferred.

**Computer Literacy & Knowledge Skills Abilities:**

Must possess basic knowledge of MS Word, Excel, Outlook and other applications used by the Agency.

**Mathematical Skills:**

Ability to add, subtract, multiply and divide.

**Operating Environment and Working Relationships:**

Works collaboratively and routinely with staff.

**Decision Making Authority:**

Exercises discretion, independent judgment in executing tasks.

**People Management:**

Must have skills to effectively communicate with management and coworkers.

**Other:**

Must have a valid driver's license, car insurance and MVR Report from the Illinois Department of Motor Vehicles. Must have, or be able to receive clearance from DCFS to transport children. Must have CDL.


Required to have a personal cellphone, and be able to respond during working and non-working hours. Casa Central has a Personal Cellphone Usage Policy that includes a reimbursement amount.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must have the ability to sit, stand, walk, stoop and reach, and use hands to manipulate tools and other instruments to carry out responsibilities of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to lift and carry 50lbs.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. While performing the duties of this job, employee may work in outside weather conditions and is occasionally exposed to wet and/or humid conditions.

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**Disclaimer:**

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. The content of this position description is not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

**I acknowledge and understand that:**

Receipt of the position description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.

- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.

**Employee Signature/ Firma de Empleado:** \_\_\_\_\_

**Date/ Fecha:** \_\_\_\_\_