



# Wyandot County Council on Aging, Inc.

## Job Description

**Title:** Transportation Supervisor

**Reports to:** Executive Director

**Direct Reports: 10 Indirect Reports: 0**

**FLSA Status:** Exempt

**SUMMARY:** The Transportation Supervisor is for the supervision of the transportation staff, including but limited to scheduling drivers, collaborating in disciplinary matters and staffing with the Executive Director, communicating on an as needed basis throughout the workday with supervised staff and providing regular and specially needed reports. The Transportation Director will also ensure the agency adheres to state and federal laws as well as DOT requirements. The employee will monitor and coordinate all vehicle maintenance and safety checks are performed on an as needed or on the manufacturer suggested schedule.

### ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Regular and dependable on-site attendance
- Schedules daily transportation needs working with the daily schedule on computer to coordinate activity and schedule routes for drivers based on client needs
- Manages recruitment and training of new drivers
- Develops plans and procedures to retain drivers
- Responsible for all funds given to the Transportation Department, prepare statements, and invoices for services provided and deposits for the department
- Organizes and schedules all maintenance, training, as well as addresses data entry issues
- Works with other staff to properly code clients based on their eligibility for subsidy programs, personal information, and location
- Answers all calls directed to the Transportation Department and redirects calls to other departments as needed
- Schedules transportation by placing calls to necessary agencies and clients on a regular basis to inform them of upcoming scheduled trips and making necessary phone calls in emergency situations
- Schedules and leads quarterly departmental meetings and updates the driver's procedural manuals as needed
- Greets and assists clients and visitors; provides information about our available services and programs
- Develops and maintains policies and procedures for safe and efficient operations
- Reports all incidents and accidents of a serious nature to the Executive Director
- Performs random vehicle inspections as needed
- Performs other duties as assigned by the Executive Director
- Writes grants for vehicle and other associated grants as needed
- Fills in as a driver as needed
- Performs annual reviews for transportation drivers
- Maintains State vehicle report quarterly
- Rides with all drivers on a yearly basis for part of their annual review and completes annual reviews

### ESSENTIAL WORK SKILLS REQUIRED:

- Must possess a warm, outgoing personality and have patience and compassion for the elderly
- Must be able to maintain a positive, team oriented relationship with all employees and departments
- Must possess the ability to be self-motivated
- Must possess good listening skills and good written and verbal communication skills
- Must be able to interact with other county and partnering agencies and personnel on behalf of our clients and agency as needed

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- Must be able to maintain confidentiality of organization information and other generally private information that is exposed while performing the essential job duties
- Must be able to develop an awareness of elders' needs both expressed and/or observed
- Must have knowledge of streets, roads, and highways within Wyandot County
- Must have a pleasant and professional telephone manner
- Must be able to organize and schedule work responsibilities for drivers
- Must be able to keep accurate records of all work performed
- Must be able to communicate effectively orally and in writing

**WORK ENVIRONMENT:**

This position operates at the Wyandot County Council on Aging facility. The employee will use standard office equipment such as phone, computer, photocopier, filing cabinets and fax machine. At times the employee is exposed to cold, hot and wet weather. Noise level may be moderate when operating hydraulic wheel chair lift.

**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.

While performing the duties of this job, the employee is regularly required to talk or hear. Using close vision and adjusting focus for reading and writing is required. The position is a majority of the time standing and walking. On occasion the employee may have to ascend and descend stairs. The employee is frequently required to stand; sit; walk; handle or feel; and reach with hands and arms. The employee must be able to enter and exit a vehicle on a continuous basis. This position regularly requires the ability to lift and carry 20 pounds. On rare occasions the employee may be required to exert up to 150 pounds of pressure to assist a client in a wheelchair over a bump/curb, etc.

**POSITION TYPE/EXPECTED HOURS OF WORK:**

This is a full-time position and normal work days are Monday through Friday. The usual work hours will fall between 8 AM to 4 PM. At times the work schedule may be modified to meet the needs of the organization.

**EDUCATION AND EXPERIENCE:**

High school diploma or GED equivalent is required. Some college is preferred. A minimum of 2 years supervisory experience is preferred.

**OTHER REQUIREMENTS:**

- Must be eligible to work in the United States
- Must be able to pass background check, pass drug and alcohol testing
- Must have a current driver's license, clean driving record and current vehicle insurance
- Must adhere to policies in Employee Handbook
- Must possess advanced customer service skills
- Must maintain good personal hygiene
- Must help to maintain a safe working environment
- Must work as part of our team to ensure customer satisfaction

**OTHER DUTIES:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**ACKNOWLEDGEMENT:**

I have read and understand the job description for the position I am being offered. I am also acknowledging that I am able to perform all the essential functions of the job and I meet all the requirements.

I also understand that this job description may be added to, amended or rescinded by Wyandot County Council on Aging, Inc. at any time. Additionally, I understand that this job description is provided for informational purposes and is neither an implicit or explicit agreement of employment or continuing employment. If I have any questions regarding the responsibilities or expectations of my job, I will discuss them with my supervisor.

I further understand that my duties may change on a temporary or regular basis according to the needs of the Wyandot County Council on Aging, Inc. without it being specifically included in the position description.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature