



EMPLOYEE NAME:		
Job Title: Transportation Manager	FLSA Status: Non-Exempt	Department/Location: Transportation Program /Olympia Center
Reports To: Client Services Director	Pay Grade: 0.5 FTE, Step 3, DOE	Revision Date: June 25, 2021

POSITIONS REPORTING TO THIS POSITION:
None

JOB SUMMARY:
The Transportation Manager oversees the Transportation budget, schedules rides for qualified senior citizens, ensures the vehicle fleet is in good working order, finds qualified volunteer drivers, and ensures the Transportation Department meets the requirements defined in the grant contract.

DUTIES
<ol style="list-style-type: none">1. Manages all aspects of Transportation volunteers, a critical task. This includes volunteer driver recruiting drives, initial training in client sensitivity and HIPAA compliance, quick response to communications, and addressing volunteer concerns as they arise.2. Oversees all other aspects of the Transportation Program, including contracts and budgeting.3. Completes monthly reports to the Executive Director and the Board.4. Prepares monthly, quarterly and annual reports to the Lewis-Mason-Thurston Area Agency on Aging (LMTAAA).5. Ensures Fiscal office billing to the LMTAAA is correct.6. Responds to requests for information from LMTAAA, keeping agency administration informed.7. Maintains all program records, including volunteer files, hours and expenses; client information records; van requests from other Senior Services programs.8. Maintains individual essential errand trip records, including the number of trips completed, destinations, type of trip (medical, nutrition, etc.), and mileage.9. Completes program outreach and marketing to reach new clients, recruit new volunteers, and encourage financial support from both clients and potential donors.10. Assures good communication with Senior Services program staff, vehicle repair facilities, and program subcontractors at Catholic Community Services and Yelm Senior Center.11. Participates in management meetings, all staff meetings and performs other duties as assigned.

LICENSES OR CERTIFICATION REQUIREMENTS AND PREFERENCES
REQUIRED: Valid Washington State Driver's License
PREFERRED: CDL certification.

EDUCATION REQUIREMENTS AND PREFERENCES:

REQUIRED: High School Diploma

PREFERRED: Associates Degree

JOB EXPERIENCE REQUIREMENTS AND PREFERENCES:

REQUIRED: Experience with management of staff or volunteers.

PREFERRED: Three or more years of experience managing staff or volunteers.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of working with frail or disabled elderly.
2. Ability to function as a team member.
3. Ability to communicate well both orally and in writing.
4. Ability to manage a team of volunteers.

WORKING ENVIRONMENT AND CONDITIONS:

Duties performed in an office setting. Employee will operate a computer and standard office equipment, such as telephone, copy and fax machines. Employee uses job specific software (including Microsoft Office products) and security equipment as required to perform Essential Functions. Travel to attend meetings and training sessions is required.

PHYSICAL ACTIVITY REQUIREMENTS OF THIS POSITION:

N = Not at all O = Occasionally (1-33%) F = Frequently (34-66%) C = Continually (67-100%)

In a standard work shift, employee is required to and must be able to perform in this job, the following physical activities with or without an accommodation:

1. Lift (floor to waist)		16. Walk	F	
a. Up to 10 pounds (sedentary)	F	17. Stand (Continuous)		
b. 11-20 pounds (Light)	F	a. 30 minutes	O	
c. 21-50 pounds (Medium)	O	b. 60 minutes	O	
d. 51-100 pounds (Heavy)	N	c. 1-3 hours	O	
e. >100 pounds (Very Heavy)	N	d. 3-6 hours	N	
2. Lift (over head)		18. Repetitive Activities (continuous)		
a. Up to 10 pounds (sedentary)	F	a. 30 minutes	F	
b. 11-20 pounds (Light)	O	b. 60 minutes	F	
c. 21-50 pounds (Medium)	O	c. 1-3 hours	O	
d. 51-100 pounds (Heavy)	N	d. 3-6 hours	O	
e. >100 pounds (Very Heavy)	N	Medical Demands	Yes	No
3. Client Lift/Transfer: (weight per employee)		1. Alertness	Y	
a. <50 pounds	O	2. Precision	Y	
b. >50 pounds	N	3. Analytic Ability	Y	
c. > 100 pounds	N	4. Problem Solving	Y	
d. >150 pounds	N	5. Memory	Y	
4. Carry		6. Communication	Y	
a. Up to 10 pounds (sedentary)	F	7. Creativity	Y	
b. 11-20 pounds (Light)	F	8. Concentration	Y	
c. 21-50 pounds (Medium)	O	9. Judgment	Y	
d. 51-100 pounds (Heavy)	N	10. Imagination	Y	

e. >100 pounds (Very Heavy)	N	11. Initiative	Y	
5. Push or pull		12. Patience	Y	
a. Up to 10 pounds (sedentary)	O	Work Environment	Yes	No
b. 11-20 pounds (Light)	O	1. Inside work	Y	
c. 21-50 pounds (Medium)	O	2. Outside work	Y	
d. 51-100 pounds (Heavy)	O	3. Vibration	Y	
e. >100 pounds (Very Heavy)	N	4. Wet/humid	Y	
6. Climb (stairs) - climb & descend	F	Hazards: Situations in which the individual is exposed to definite risk of bodily illness/injury	Yes	No
7. Reach	F	1. Mechanical		N
8. Stoop or bend	F	2. Electrical		N
9. Crouch	F	3. Burns		N
10. Kneel	F	4. Frequent Travel		N
11. Handle or feel	F	5. Long/irregular hours		N
12. Talk	F	6. Cramped/confined work area		N
13. Hear	F	7. Blood borne pathogens		N
14. See	F	8. Moving machinery		N
15. Sit (continuous)				
a. 30 minutes	F			
b. 60 minutes	F			
c. 1-3 hours	F			
d. 3-6 hours	O			

Since it is difficult to identify all essential functions of a job because of changes in the workplace, this job description will be reviewed periodically to ensure it is accurate and up-to-date.

I, _____, acknowledge I have received a written copy of this job description. I acknowledge I am able to perform, with or without a reasonable accommodation,* the essential duties of this position. *If an accommodation is required, contact Human Resources to start the interactive process.

Employee Signature

Date Signed

Manager/Supervisor Signature

Date Signed

Executive Director Signature

Date Signed

DISCLAIMER: This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require other or different tasks be performed as assigned.