



JOB DESCRIPTION

JOB TITLE:	Senior Transportation Specialist	FLSA:	Non-Exempt
DEPARTMENT:	Human Services	GRADE:	A2
REPORTS TO:	Human Services Division Manager	DATE:	10/06/2016

SUMMARY OF JOB PURPOSE:

Responsible for coordinating and providing transportation to seniors and individuals with disabilities to and from various locations; assists special assistance as required.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Inspects vehicle to ensure that it is in a clean and in operable condition; completes inspection paperwork/checklist; reports the need for service or repair; ensures that vehicles are scheduled for routine maintenance as required.
- Transports seniors and individuals with disabilities to and from locations.
- Coordinates and plans scheduling and routing to and from medical appointments.
- Routes daily trips in an efficient, effective and safe manner.
- Resolves scheduling conflicts by staffing with supervisor and/or referring participant to other community resources.
- Drives vehicle to and from various locations, following a pre-established schedule or on an on-call basis; adjusts schedules as required.
- Maintains driver log; if required, lists client name, address and other information for each trip.
- Communicates any client welfare concerns to Supervisor.
- Washes and cleans the interior of the vehicle; fuels the vehicle.
- Participates in in-service training to update skills and learn techniques for dealing with various clients.
- Communicates and reports and unusual circumstances to supervisor.
- Contributes to the efficiency and effectiveness of the division's service to its customers by offering suggestions and directing or participating as an active member of a work team.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

QUALIFICATIONS:

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.

Education and Experience:

High School diploma/GED; AND two (2) years of transportation worker experience; OR an equivalent combination of education, training and experience.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



SENIOR TRANSPORTATION SPECIALIST

Required Knowledge and Skills

Knowledge of:

- Basic supervisory principles and practices.
- Laws, rules and regulations for operating a motor vehicle in the state of Nevada.
- Food safety and handling principles, practices and equipment related to the work.
- County geography.
- Standard office practices and procedures, including records management.
- Communicating effectively in oral and written forms.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

Skill in:

- Planning, directing and reviewing the work of others on a project or day-to-day basis.
- Instructing others in work procedures.
- Working without close supervision in standard work situations.
- Maintaining accurate records of work performed.
- Understanding and following oral and written directions.
- Driving a vehicle skillfully and safely.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Dealing effectively with disabled individuals and others needing special assistance.
- Contributing effectively to the accomplishment of team or division goals, objectives and activities.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- Nevada Driver's License.
- First Aid, CPR and elder abuse training/certification within three (3) months of date of employment.



SENIOR TRANSPORTATION SPECIALIST

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a transportation setting and operate a motor vehicle; strength and agility to lift materials weighing up to 50 pounds; stamina to sit for extended periods of time; vision to read printed materials; hearing and speech to communicate in person or over the telephone.

Work is subject to performance under exposure to extensive travel, bodily fluids, fumes, gases, noise and chemicals.