

## TRANSPORTATION COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves overseeing the operation of a van transportation program for the elderly in Cattaraugus County. Duties are performed under the general supervision of the Coordinator of Services for the Aging with allowance made for the use of independent judgement in carrying out the duties of the position. Direct supervision is exercised over the work of van drivers and clerical assistants. A Transportation Coordinator does related work as required.

### TYPICAL WORK ACTIVITIES:

- Dispatches vans to pick up elderly clients or other eligible riders;
- Plans van routes to obtain optimum efficiency;
- Monitors weather and road conditions in order to determine if conditions warrant suspension of service;
- Prepares work schedules and assigns drivers and substitutes;
- Maintains attendance records of drivers for payroll purposes;
- Arranges for scheduled maintenance and other repairs;
- Supervises and participates in the preparation of vehicle usage, ridership, operational cost, and maintenance records;
- Assists in interviewing van driver applicants and makes recommendations on hiring;
- Conducts orientation of new drivers and arranges for in-service training;
- Ensures program is carried out in accordance with applicable procedures, laws, and regulations;
- Participates in liaison activities with private and voluntary agencies concerned with aging and/or transportation;
- Makes recommendations to improve the operation of the transportation program;
- Assists in the preparation of the transportation program budget;
- May perform the duties of a Van Driver.

FULL PERFORMANCE KNOWLEDGES, SKILLS AND ABILITIES: Good knowledge of the road and highway system in Cattaraugus County; good knowledge of the locations of community agencies, health care facilities, and commercial districts in the County; working knowledge of automobile components and repair terminology; ability to communicate effectively with and relate to the needs and interests of elderly persons; ability to plan, schedule, and supervise the work of subordinates; ability to prepare and maintain operational records and reports; ability to establish and maintain cooperative relationships with others; sound judgement; initiative; dependability; physical condition equal to the demands of the position.

### MINIMUM QUALIFICATIONS:

- A) Graduation from high school or possession of a high school equivalency diploma and one year of experience dispatching personnel and/or motor vehicles or scheduling repairs of motor vehicles;

OR

- B) Two year of experience dispatching personnel and/or motor vehicles or scheduling the repair of motor vehicles.

*NOTE:* Part-time or volunteer experience as described in (A) and (B) will be accepted on a pro-rated basis.

*SPECIAL REQUIREMENT:* Possession of a Class 5 New York State Driver's license at time of appointment.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 4/26/83