

# MUNICIPALITY OF GROVEPORT

An Equal Opportunity Employer

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## POSITION DESCRIPTION

|   |                      |   |
|---|----------------------|---|
| <b>Employee Name:</b>                   |                      | <b>Position Title:</b> Director of Transportation and Senior Services |
| <b>Class Number:</b>                    |                      | <b>Class Title:</b> Director of Transportation and Senior Services    |
| <b>Dept./Div.:</b>                      | Transportation       | <b>Employment Status:</b> Full-time                                   |
| <b>Reports to:</b>                      | Administrator        | <b>FLSA Status; Pay:</b> Exempt                                       |
| <b>Normal Hours:</b>                    | M-F, 8:00am – 5:00pm | <b>EEO Status:</b>  |
| <b>DOT (closest applicable number):</b> |                      |   |

**POSITION SUMMARY:** The Director of Transportation and Senior Services provides leadership and direction for all facets of the departments operations and services offered to senior and disabled residents, and those in the greater Groveport area who are members of the Senior Center. Evaluates operational effectiveness and implements process improvements to generate high levels of customer service.

**PURPOSE:** Administers, directs, oversees and evaluates the overall operation of the Municipality's Transportation Department which encompasses the Workforce Transportation Program, Senior Transportation Program, and Senior Center

**QUALIFICATIONS:** An example of acceptable qualifications:

Completion of secondary education or equivalent; Associates degree in related field; minimum four years (4) years of related work experience preferred; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

### LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess ability to obtain First Aid/CPR/BBP certification no later than first available training session after hire; must possess a valid Ohio driver's license and maintain insurability under the Municipality's vehicle insurance policy.

**EQUIPMENT OPERATED:** The following are examples only and are not intended to be all inclusive:

Department vehicle, cellular phone, calculator, two-way radio, personal computer, computer software, printer, copy machine, fax machine, and other standard business office equipment.

### INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); works in the vicinity of runways; ascends and/or descends ladders, stairs, or scaffolds; works on and around powered platforms and/or vehicle mounted platforms; exposed to possible injury from unclean or unsanitary conditions; works with moving mechanical parts of equipment or machines (e.g., wheel chairs); has contact with potentially violent or emotionally distraught persons; has exposure to hot, cold, wet, humid, or windy weather conditions; exposure to hazardous driving conditions; frequently lifts objects 10–60 lbs; frequently carries objects 10–60 lbs; frequently pushes objects 50 lbs or more; frequently pulls objects 50 lbs or more.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary to heavy work.

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Dublin, Ohio 43016

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## JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

### ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- 30% (1) Plans, develops and administers the Municipality's Transportation and Senior Center programs (e.g., determines route schedules, analyzes new and existing programs, conducts feasibility studies, recommends and participates in the development of capital acquisitions).
- 20% (2) Supervises all staff (e.g., schedules and assigns tasks, interviews job applicants, recommends the hiring of job applicants, recommends discipline, recommends and adjusts pay assignments, evaluates performance, approves and recommends the approval of leave requests, attends or participates in meetings in which policy questions are reviewed or discussed, develops policy, recommends policy changes, etc.); enforces departmental safety procedures; prepares and submits payroll; directs the daily operations of the department.
- 20% (3) Maintains contact with clients, vendors, and various government agencies/officials in order to obtain or disseminate information related to the essential position functions (e.g., COTA, MORPC, municipal businesses).
- 15% (4) Prepares annual operating and capital budget requests for department; monitors expenditures to ensure expenses do not exceed appropriations; approves or denies request to purchase equipment and supplies; estimates costs for new programs or program revisions; prepares records, reports and other documentation (e.g., operational, financial, programmatic, etc.); formulates, develops, implements, and reviews short and long-range department goals and objectives; conducts assessments of department needs.
- 5% (5) Maintains required licensures and certification.
- (6) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- (7) Demonstrates regular and predictable attendance.

### OTHER DUTIES AND RESPONSIBILITIES:

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(8) Performs other related duties as assigned.

### MINIMUM ACCEPTABLE CHARACTERISTICS: (\*indicates developed after employment)

**Knowledge of:** budgeting; inventory control; purchasing; interviewing; \*municipal goals and objectives; \*municipal policies and procedures; \*government grant programs; workplace safety practices and procedures; emergency medical care procedures; first aid and C.P.R. practice; public relations; \*community resources and services; \*office practices and procedures; English grammar and spelling; supervisory principles and practices; manpower planning; project management; local geographical area; program development and implementation; equipment maintenance and repair; vehicle maintenance and repair; records management; employee training and development; two-way radio operations; proper lifting techniques; \*senior center operations; surveys and needs assessments; bid documents, requests for proposals and contracts; security; \*personnel rules; \*rules and regulations.

**Skill in:** Interpersonal skills, critical thinking, judgment/decision making, computer skills, data entry, time management, motor vehicles operations and hand tools. Use of modern office equipment.

**Ability to:** interpret a variety of instructions in written, oral, picture, or schedule form; recognize threatening conditions and take appropriate action; apply management principles to solve municipality problems; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; determine material and equipment needs; add, subtract, multiply, and divide whole numbers; complete routine forms; prepare routine correspondence; compile and prepare reports; write and/or edit documents for publication; respond to routine inquiries from public and/or officials; communicate effectively; train or instruct others; understand a variety of written and/or verbal communications; maintain records according to established procedures; work alone on most tasks; answer routine telephone inquiries; develop and maintain effective working relationships; resolve complaints; work in both indoor and outdoor environments, and be exposed to varying and extreme weather conditions; provide outstanding customer service; respond to emergency situations; carry out instructions; work under stressful conditions; travel to and gain access to work site.

### POSITIONS DIRECTLY SUPERVISED:

Senior Services Manager

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(Signature of Municipality Representative)

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(Date)

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(Signature of Employee)

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(Date)