

MUNICIPALITY OF GROVEPORT

An Equal Opportunity Employer
POSITION DESCRIPTION

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Employee Name:		Position Title:	Transportation Coordinator
Class Number:		Class Title:	Transportation Coordinator
Dept./Div.:	Transportation	Employment Status:	Full-time
Reports to:	Director of Transportation	FLSA Status; Pay:	Exempt
Normal Hours:	7:30a.m. – 4:30p.m.	EEO Status:	08 – Service/Maintenance
DOT (closest applicable number):	913.663-018		

PURPOSE: Oversees the day-to-day operation of the Senior Transportation Program, Program Transportation Program, and Groveport Rickenbacker Employee Access Transit (GREAT), including, but not limited to: scheduling of clients and drivers, maintenance and cleaning of vehicles, completing of reports; maintaining vendor/contractor relations; and other work as assigned.

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education or equivalent; three (3) year 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 the ability to obtain CPR/First Aid/BBP Certification first available training session available 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, hand and power tools, 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.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

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

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- 20% (1) Coordinates all Senior Transportation Drivers (e.g., assists with scheduling and assigning tasks, interviewing job applicants, recommending the hiring of job applicants, recommending discipline, recommending and adjusts pay assignments, evaluating performance, approving and recommending the approval of leave requests, attending or participating in meetings in which policy questions are reviewed or discussed, developing policy, recommending policy changes, etc.); enforces departmental safety procedures; prepares and submits payroll; submits requests for purchases and purchase program items as necessary; assists with directing the daily operations of the Senior Transportation Drivers.
- 25% (2) Coordinates the scheduling of Senior Transportation clients (e.g., drop-offs, pick-ups, etc); routes drivers to ensure drivers reach appointments in timely manner; maintains logs of all appointments and mileage; completes accounting and other documentation accurately as required; maintains all program files in accordance with established procedures.
- 15% (3) GREAT: Works directly with vendor(s) to perform all functions of the Groveport Rickenbacker Employee Access Transit (GREAT); sets and monitors schedules; coordinates customer service access; develops and carries out marketing strategies; coordinates vehicle maintenance; monitors budget compliance; maintains communications directly with employers; Central Ohio Transit Authority (COTA), Mid-Ohio Regional Planning Commission (MORPC), and serves on various boards, working groups, and committees.
- 15% (4) Organizes vehicle maintenance program; cleans vehicles; performs maintenance checks of vehicles; checks vehicles for needed service and repairs; documents and records repairs and maintenance on vehicles per department policy.
- 10% (5) Program Transportation: Communicates with City departments requesting special transportation; coordinates requests based on capacity; recommends pricing to Administration; schedules driver(s); coordinates vehicle maintenance.
- 5% (6) Operates a variety of departmental vehicles to provide transportation for clients to and from appointments; assists clients into and out of appointments per departmental procedures; operates wheelchairs/equipment, walkers, and canes to assist clients to appointments; assists and is responsible for carrying client belongings to and from appointments; takes questions, concerns, and complaints from clients; communicates with clients who require accommodations.
- 5% (7) Maintains contact with clients, vendors, and various government agencies/officials in order to obtain or disseminate information related to the essential position functions.

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Dublin, Ohio 43016

{7/15/2011 PDGRPCI 00092331.DOC}

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5% (8) Senior Center Support: Assists in supporting Senior Center Programming including but not limited to: setting tables and chairs up and down: erecting projection screen. Projector, sound system, etc.: taping gym floors for tournaments.

(9) Maintains required licensures and certification.

(10) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

(11) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

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: data entry; computer operations; use of modern office equipment; motor vehicle operation; operation of hand tools; operation of mechanics tools.

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

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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 Transportation Drivers

(Signature of Municipality Representative)

(Date)

(Signature of Employee)

(Date)