

Community Action Program of East Central Oregon (CAPECO)

Job Description

Position:	TRANSPORTATION COORDINATOR
Supervised by:	Program Manager & Director of Programs
Department:	Food & Nutrition
Classification:	Regular Full Time
Position Status:	Non-Exempt
Location:	Pendleton
Salary Level/Wage:	Range 5 - \$1,842
Benefits:	Health, Dental, RX, Vision, FSA, Life Insurance, 401K Plan, Vacation, Sick and Holidays

HOW TO APPLY:

To apply for this position we must receive a completed CAPECO application. An application can be found by visiting our website at CAPECO-WORKS.ORG or pick up at our Main Office located at 721 SE 3rd Street, Suite D, Pendleton, OR 97801. Cover Letters and Resumes may also be included, but will not be accepted without an application.

Please return completed application, optional resume, cover letter and any other required documents to: 721 SE 3rd Street, Suite D, Pendleton, OR 97801 or hr@capeco-works.org. Please send it attention Human Resources if you are sending by mail.

POSITION OVERVIEW:

The CAPECO Transportation Coordinator is responsible to schedule rides and drivers appropriately. This position requires one to be communicative and understanding while performing their duties. Coordinator must have basic knowledge of service area and strong customer service skills. The Coordinator must also be comfortable operating various software programs and knowledge of operating a Tablet is preferred. This position may also at times need to fill in for a Driver should the need arise. Drivers operate a variety of vehicles: car, minivan, and 12 passenger shuttle bus. Drivers take clients to and from destinations using safe driving skills.

ESSENTIAL JOB FUNCTIONS:

1. Work with the public via telephone or in person taking necessary information for ride approval.
2. Communicate with brokerage via telephone and email on an ongoing basis regarding scheduling changes.
3. Prepare daily travel sheets schedules for drivers in Ecolane.
4. Balance schedules so that drivers have ample time to perform duties as required.
5. Schedule trainings and workshops for drivers as needed for safety trainings and driving skills.
6. Perform general clerical duties including: typing, filing, file maintenance & copying of materials. Prepare invoices and billings on a weekly basis.
7. Keep accurate records of mileage reports & vehicle activities.

8. Coordinate vehicle maintenance, repairs, and concerns as needed. Inspect cleanliness of vehicles on a regular basis.
9. Maintain vehicles with the proper supplies and report any supply items needed to the Program Manager.
10. Carry a CAPECO provided cellphone for Driver or schedule emergency's.
11. Attend and receive certification in PASS, Defensive Driving, and CPR/First Aid/BBP.
12. All other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES & MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- High School Diploma, GED, or relevant work experience.
- Must be a minimum of 21 years of age.
- Experience with computers and various software programs a plus
- Bi-lingual is preferred but not necessary to the position.
- Ability to travel throughout Eastern Oregon and Washington (using CAPECO vehicle).

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

The physical demand and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee is regularly required to bend, kneel and crouch. Specific vision abilities required by this job include close vision and distance vision. The noise level in the work environment is usually moderate. The employee must regularly lift, and/or carry/move objects up to 50 pounds.

This job operates in a warehouse office environment. This role routinely uses standard office equipment such as computers, smart phones, photocopiers/scanners, shredders and filing cabinets.

SPECIAL REQUIREMENTS:

- Must pass a criminal history background investigation; however a conviction of a crime may not necessarily disqualify an individual from this position.
- CAPECO is a drug free workplace and pre-employment screening will be required.
- Possession of or ability to obtain a valid Oregon Driver's License and insurable driving record is required.

THE ABOVE JOB DESCRIPTION has been discussed with me, and I accept all responsibilities and can perform all duties with or without reasonable accommodations as outlined above.

EMPLOYEE'S SIGNATURE

DATE