

**HARRISON COUNTY SENIOR CENTER
TRANSPORTATION MANAGER JOB DESCRIPTION**

- HOW TO APPLY:** Send resume to director@hcscwv.org or apply in person at 8A-11A:
Resumes and applications will be accepted through July 20, 2018 Harrison County Senior Center
500 W. Main Street, Clarksburg, WV 26301
304.623.6795
- POSITION TITLE:** Transportation Manager
- EMPLOYMENT TYPE:** Full Time - Salary
- REPORTS TO:** Director
- DUTIES:** Supervise drivers, schedule clients, and oversee van maintenance schedule.
- EDUCATION:** High School Diploma/GED.
Work related experience is preferred.
- EMPLOYMENT REQUIREMENT:** Must be able to pass state and federal background check.
- PREFERRED EXPERIENCE:** Scheduling transportation and working with the elderly.
- QUALIFICATIONS:** Class D Valid Driver License.
Must relate to the needs and interests of older adults and demonstrate outgoing and caring client service skills.
Proficient with Microsoft Office Programs.
- POSITION RESPONSIBILITIES:**
1. Receive/return calls related to the transportation department.
 2. Schedule transportation to medical appointments, center, and other destinations as requested (depending on availability).
 3. Schedule trips as requested by the satellites, clubs, etc.
 4. Create/Maintain computer schedules for both daily driving records and client information system related to transportation.
 5. Serve as the substitute driver when needed.
 6. Maintain driver certifications necessary for Section 5310 and Medicaid.
 7. Oversee maintenance of vans and schedule preventive maintenance.
 8. Maintain preventive maintenance logs for all vehicles.
 9. Review all reports from drivers for submission to accounting dept. for end of month reports.
 10. Complete 5310 submissions and grant submissions monthly.
 11. Attend trainings as requested and be willing to obtain PASS Trainer Certification.
 12. Perform other reasonable related duties as assigned by immediate supervisor or other management as required.