



Position Description

Position Title:	Transportation Coordinator	Department:	Maintenance
Reports to:	Superintendent – Maintenance	Employment Status:	Full-Time
FLSA Status:	Non-Exempt	Date Created:	February 2020

Summary

The primary purpose of this position is to transport Columbia Housing tenants to predetermined locations using CH-provided transportation. The incumbent is responsible for coordinating transportation for Columbia Housing tenants and staff while ensuring that all activities are administered in conformance with Columbia Housing policy. The position also assists the Maintenance Superintendent with the fleet maintenance program for CH vehicles.

All activities must support Columbia Housing's ("CH") mission, strategic goals, and objectives.

Essential Duties and Responsibilities

The position duties and responsibilities listed below describe the general nature and scope of work. Other responsibilities, duties, and skills may be required and assigned, as needed.

- Greets tenants in a courteous manner and provides help to tenants with entering the vehicle as needed.
- Coordinates transportation for CH tenants and staff; receives requests for transportation; maintains proper documentation of requests; drives vehicles and ensures the completion of transportation service.
- Coordinates the vehicle fleet maintenance program as directed by the Superintendent of Maintenance.
- Ensures tenants are seated and using safety belts before moving vehicle.
- Performs check of vehicle to make sure all riders have all their possessions and helps tenants to exit vehicle as needed.
- Prepares records on vehicle use following Department of Transportation (DOT) requirements.
- Inspects vehicles regularly according to DOT requirements and manufacturer specifications.
- Maintains transportation plan and log according to DOT requirements.
- Informs Superintendent of needed vehicle supplies or vehicle maintenance.
- Performs other related duties as assigned.

Behavioral Competencies

This position requires the incumbent to exhibit the following behavioral skills:

Job Knowledge: Exhibits requisite knowledge, skills, and abilities to perform the position effectively. Demonstrates knowledge of policies, procedures, goals, objectives, operational entities, requirements, and activities as they apply to the assigned organizational entity of CH. Uses appropriate judgment & decision making in accordance with level of responsibility.

Commitment: Sets high standards of performance; pursues aggressive goals and works hard/smart to achieve them; strives for results and success; conveys a sense of urgency and brings issues to closure; persists despite obstacles and opposition.



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Customer Service: Meets/exceeds the expectations and requirements of internal and external customers; identifies, understands, monitors and measures the needs of both internal and external customers; talks and acts with customers in mind. Recognizes work colleagues as customers.

Effective Communication: Ensures important information is passed to those who need to know; conveys necessary information clearly and effectively orally or in writing. Demonstrates attention to, and conveys understanding of, the comments and questions of others; listens effectively.

Initiative: Proactively seeks solutions to resolve unexpected challenges. Actively assists others without formal/informal direction. Possesses the capacity to learn and actively seeks developmental feedback. Applies feedback for continued growth by mastering concepts needed to perform work.

Responsiveness and Accountability: Demonstrates a high level of conscientiousness; holds oneself personally responsible for one's own work; does fair share of work.

Teamwork: Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed.

Job Competencies

- Knowledge of HUD, federal, state, and local laws and regulations, as well as CH policies and procedures related to the position.
- Knowledge of DOT laws, regulations, and policies related to the position.
- Knowledge of basic safety methods and techniques used in the transportation of people.
- Ability to relate to people of all income levels, background and race.
- Ability to work independently and use sound judgment in decision-making and problem-solving.
- Ability to understand and carry out oral and written instructions.
- Ability to promote desirable standards for health, nutrition, safety, education and welfare of young children.
- Ability to present ideas in a clear and concise manner, both orally and in writing.
- Ability to establish and maintain effective working relationships with co-workers, clients, and children; ability to communicate with people from a broad range of socio-economic backgrounds.
- Ability to maintain a good driving record.
- Ability to work in less than ideal conditions, e.g. noise, high traffic areas, etc.
- Ability to establish and maintain effective working relationships with co-workers, vendors, consultants, contractors, tenants, HUD, and local, state, and federal officials. Ability to communicate with people from a broad range of socio-economic backgrounds.

Education and/or Experience

High School Diploma or GED and completion of Commercial Driving and Defensive Driving courses. An equivalent combination of education and experience may be considered.



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This position requires regular driving for business purposes. This position requires the possession of a valid Commercial's Driver's License (CDL) and the ability to be insurable under CH's automobile insurance plan at the standard rate.

Technical Skills

To perform this job successfully, the employee should have proven experience driving company vehicles and familiarity with GPS devices. Must have the ability to learn other computer software programs as required by assigned tasks.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To perform this job successfully, the employee is frequently required to remain in a stationary position. Daily movements include sitting; standing; reaching, bending, and grasping; operating CH vehicles. The employee must be able to exchange information in person, in writing, and via telephone. The employee must occasionally transport up to 25 pounds.

Work Environment

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

This position generally works in CH's vehicles and on CH properties, which may cause the employee to experience a range in temperatures and other weather conditions. The noise level may be loud and the environment may be more hazardous than a standard office environment. This position may be required to work with contractors as well as CH tenants. The position requires the availability to work outside of the established CH working hours.

This position is considered "safety sensitive" and is subject to random testing.

Read and Acknowledged

Employee Signature

Date

Employee Name [printed]