



CITY OF SANDY JOB DESCRIPTION

POSITION TITLE: Driver/Transportation Coordinator
DEPARTMENT: Parks and Recreation Department
FLSA STATUS: Non-exempt
SALARY GRADE: C
REPRESENTATION: None

GENERAL POSITION SUMMARY:

The Driver / Transportation Coordinator provides a variety of services that support the Sandy Parks and Recreation Department. The position provides safe transport of community/senior center clients to/from the Center, shopping, personal services, and recreational activities. Provides transportation or other essential services which includes Meals on Wheels and other departmental needs. This position performs department related transportation schedule coordination, ensures vehicle maintenance schedules are adhered to, safety protocols are followed, and all appropriate documentation is completed and submitted. This position, at times, will work an occasional evening or weekend depending on programmatically and service needs.

ESSENTIAL JOB FUNCTIONS:

- Follow and comply with all Occupational Safety and Health policies and procedures to ensure personal safety and the safety of others is always maintained.
- Identifies and reports problems or equipment malfunctions. Initiates work order requests, describing the problem or circumstance.
- Completes accurate trip records as required by State laws and policies. Files accident or incident reports. May be required to perform first aid or emergency assistance.
- Attends courses and meetings that contribute to continuing driver education.
- Assists customers between the vehicle and the door of the origin/destination location, utilizing appropriate assistance techniques.
- Assists customers with mobility devices, bags, packages, and other items.
- Deliver Meals on Wheels routes as needed.
- Perform all the necessary duties related to Meals on Wheels process and procedures including prep, delivery, and cleaning.
- Submit accurate and complete monthly ride information and reports including, but not limited to customer information, customer mobility detail, mileage, and hours.
- Advises the Community / Senior Center Manager of any issues or problems, especially situational reports regarding delayed customer pick-ups or drop offs, or customer concerns.
- Operates 14-passenger vans; cut-away, MV1 Van, electric vehicle, and other vehicles as assigned in a safe and courteous manner.
- Perform daily pre-trip/post-trip vehicle inspections.
- Responsible for the care of the fleet vehicle, including refueling, maintaining cleanliness, tracking vehicle maintenance, and reporting any vehicle problems to the Community Senior Center Manager.
- Reports all vehicle incidents/accidents to the Community / Senior Center Manager without delay.

- Reads and interrupts maps and driving directions to plan the most efficient route to avoid schedule delays.
- Always maintain customer confidentiality.
- Assist in planning and the execution of recreational excursions.
- Serve as driver and escort for recreational excursions.
- Serve as an integral part of the Parks and Recreation Department staff as well as City staff.
- Schedules, communicates, and sets up routes for Meals on Wheels volunteers.
- Works with staff to schedule and coordinate rides for events, programs, and all transportation related activities for the department.
- Works closely with Transit to collaborate on resources, schedules, and transportation as it relates to Department's transportation goals and objectives.
- At times provides building supervision for after hour events, programs, and classes.
- Tracks and enters transportation related data.
- Strategically evaluates transportation services and innovatively plan for future community needs while adhering to budget parameters and cost recovery metrics.
- Perform other duties as required.
- Establish and maintain positive working relations with coworkers, citizens, and the public.

JOB SPECIFICATIONS:

Mandatory Requirements:

- High school diploma or equivalent.
- Must be 18 years of age
- Provides superior quality customer service to ensure each customer is treated with dignity, respect and patience.
- Competency in basic reading, writing, and math skills.
- Knowledge of basic computer operation.
- Excellent interpersonal, oral, and written communication skills with the ability to exercise good judgment, courtesy, and tact in public contact and handling problems.
- Ability to work as a team member with a diverse group of people.
- Ability to understand and follow written and oral instructions.
- Ability to give clear and concise directions, both orally and in writing.
- Ability to work independently on assigned tasks and to make decisions with minimal supervision by prioritizing and organizing tasks.
- Ability to adapt to a rapidly changing environment and individual passenger needs.
- Effective problem-solving skills.

Necessary Knowledge, Skills and Abilities:

- Requires an ability to think creatively to provide services in a timely manner and within budgetary parameters.
- Proper use of chemicals according to state and federal regulations
- Ability to recognize base vehicle maintenance needs.
- Must have knowledge of Sandy area roads and highways.



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Preferred Qualifications:

- Experience working with older adults or people with disabilities.
- Experience operating a larger vehicle.
- Experience and passion working for a service-oriented environment.
- Knowledge of the Portland Metro geographic area.
- Ability to speak other languages in addition to English.
- Commercial Driver's License (CDL).

Special Requirements/Licenses:

- Possession of a valid driver's license. Must have a safe driving record.
- Ability to obtain and maintain a Ride Connection Driver Approval.
- Cardiopulmonary resuscitation (CPR)/AED/First Aid cert. w/in sixty (60) days of hire.
- Must be able to pass the department's security clearance standards, including Reference check, Criminal History check and drug screening.

SUPERVISION RECEIVED:

Works under the direction of the Community / Senior Center Manager.

SUPERVISORY RESPONSIBILITIES:

This position is not a supervisory position.

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 job functions.

- Prolonged sitting.
- Ability to function with temperature and weather variations.
- Frequent verbal communication; one-on-one and in small group settings.
- Pushing, pulling, bending, crouching, or stretching ability adequate to properly secure mobility devices on and off assigned vehicles.
- Must be physically able to assist passengers in and out of the vehicle.
- Frequently performs lifting, pushing, and/or pulling which does not exceed 50 pounds.
- Occasionally required to push up to 100 pounds.
- Clarity of vision at varying distances to see small details and have color vision/distinguish shades.
- Requires the mobility to stand, stoop, reach, and bend, requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.

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.

- Subject to inside and outside environmental conditions.



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- May be exposed to heights, loud noises, fumes, dust, and other odors.
- Driving a vehicle to conduct work while exposed to traffic & adverse weather conditions.

TOOLS AND EQUIPMENT USED:

14-passenger vans; cut-away, MV1 Van, electric vehicle, and other vehicles, as assigned.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related or logical assignment to the position.

Rochelle Anderholm-Parsch

Parks & Recreation Director

Adopted: 2//2022

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Name:

Date