

## **#771 Assistant Transportation Manager**

Classification Level NE 4

Kenosha Achievement Center, Inc.

1218 – 79<sup>th</sup> Street, Kenosha, WI 53143

**Internal: 9/7/2022      External: 9/9/2022**

**Hours: Up to 40/week**

**Apply To: Desiree Taylor**

**REPORTS TO:** Transportation Manager

**HAS DIRECT REPORTS?** Yes

### **JOB SUMMARY:**

Since 1963 the Kenosha Achievement Center (KAC) has been creating opportunities for the personal growth and success of persons with special needs. KAC does this by removing barriers, changing perceptions and building confidence.

This position is responsible for the daily operations of the Transportation Department in the absence of the Transportation Manager and must ensure the department utilizes and operates within all established policies and procedures. This position is directly responsible to plan, organize and certify that all department personnel are oriented, trained and annually recertified in related and needed skills including local area navigation, sensitivity training toward people with disabilities and elders, passenger assistance techniques, first aide, wheelchair tie-down procedures, pre-trip vehicle inspection and reports, and any other related necessary skills. This position is directly responsible for the accuracy and management of all department data entry activities and the supervision and performance outcomes of the Transportation Reservationists.

### **TYPICAL RESPONSIBILITIES:**

1. Responsible to manage the day-to-day functions of the transportation department.
2. Supervise dispatch function including personnel, and electronic systems management.
3. Assemble data reports daily, weekly and in time frames required by funding sources and management.
4. Participate in orientation and on-going training of department personnel.
5. Assist manager to monitor quality and compliance.
6. Perform responsibilities as Designated Employer Representative (DER) during situations that require drug and alcohol policies and procedures.
7. Provide back-up driving.
8. Responsible to complete administrative duties during Manager's absence.
9. Responsible for the safety of all assigned personnel and customers.
10. Participate on agency and community committees as assigned.
11. Participate in required amount & type of staff development activity as specified by annual staff performance plan including engaging in a process of continuously improving cultural proficiency and the ability to work with a diverse population.
12. Perform other duties as assigned by supervisor.

### **OCCASIONAL RESPONSIBILITIES:**

1. Substitute as a transportation reservationist or driver as needed.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

**KAC IS AN EQUAL OPPORTUNITY EMPLOYER**

Revised 9/6/2022

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### **MINIMUM QUALIFICATIONS:**

- A high school diploma, and some college credit or equivalent on the job experience.
- At least 5 years work history demonstrating increased job responsibility including supervision of others.
- Computer competencies for data input and management.
- Must have a valid driver's license, clean driving record.
- Must have ability to acquire a CDL with passenger certification within 90 days of hire.
- Knowledge of cultural and linguistic competency principles and the ability to work effectively with a culturally diverse staff, participants and stakeholders

### **PREFERRED QUALIFICATIONS:**

- Bachelor's degree in Transportation or related field including business or administration,
- Possess a CDL with passenger certification
- Experience with dispatch and routine systems
- Second language skills.

### **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.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, kneel and stoop. Approximately 40% of time will be spent walking or standing. The ability to see, hear, touch and speak is critical to this job. Physical dexterity requirements of the job include the use of a telephone, computer/electronic equipment, and the ability to manipulate small objects. The ability to distinguish colors and smell is useful.

The employee must lift, push & pull a minimum of 80 pounds with help, 50 pounds alone, walk up & down steps, bend & climb step ladder. Specific vision abilities required by the job include close vision and the ability to adjust focus.

The mental efforts required on a daily basis include those related to reading, writing, mathematics, weighing and/or measuring, visualizing conclusions, analyzing data, searching for solutions, creating methodologies, conducting research, managing resources, and evaluating the performance of others.

### **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.

The noise level of the work environment is normal. The condition of the air is normal. The surface on which work is performed is level.

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 the requirements of the job change.

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