

Malheur Council on Aging & Community Services  
Position Description  
**Transportation Project Manager**  
Range (\$14.00 - \$14.50 per hour)

Position Classification	
Salary	<input type="checkbox"/>
Hourly	<input checked="" type="checkbox"/>
Overtime Exempt	<input type="checkbox"/>
Overtime Non-Exempt	<input checked="" type="checkbox"/>
Safety Sensitive	<input checked="" type="checkbox"/>

**GENERAL STATEMENT OF DUTIES**

Provides supervision and support to all of the SRT Malheur Express public transit employees performing direct operations consistent with departmental goals, practices and procedures.

Work also involves oversight of programmatic documentation, and completion of reports to ensure state and Federal rules, regulations, and requirements are met. This position works under minimal supervision with consideration latitude for the use of initiative and independence judgement.

**SUPERVISION RECEIVED:** Works under the supervision of the Agency Coordinator.

**SUPERVISION EXERCISED:** Generally, this position supervises all of the SRT Malheur Express public transit staff.

**TYPICAL EXAMPLES OF WORK:**

1. Coordination of transit service operations; assuring compliance with time schedules and applicable agency policies and procedures, state and Federal laws, codes, rules and regulations.
2. Responsible for developing, coordinating, tracking, and/or conducting the department's training programs.
3. Reports to the Agency Coordinator all complaints and issues raised by transit employees, transit customer's and the public in general relating to the provision of quality transit service.
4. Responsible, to recruit, interview, select and hire new employees and the direct supervision of all transit drivers.
5. As directed, attends meetings, including those scheduled after normal working hours.
6. Maintains driver records to ensure compliance with grants and contracts.
  - o Medical Brokerage
  - o Drug & Alcohol Program Records
  - o Training Records
7. Within 14 days of completion of transit service, contracts, bills and reconciles for provided rides.
8. Performs other duties as assigned.

**EDUCATION, SKILLS AND ABILITIES REQUIRED**

An Associate's Degree in Business Administration in highly desirable. A high school diploma or the equivalent is required. Any satisfactory combination of experience and training which insures the ability to perform the work may be substituted for the above.

## **MCOA&CS**

### **Position Description: Transportation Project Manager**

- The ability to coordinate the work of others and maintain harmonious relationships;
- Good interpersonal and computer skills, openness and flexibility in working with diverse groups, and enthusiasm for working collaboratively; and
- Good skills in: listening, customer service, interviewing, and understanding of services, advocacy, and documentation.
- The ability to identify hazards and use team strategies to develop mitigation procedures.
- The ability to identify system problems and create solutions before they become critical.
- The ability to effectively prioritize daily, weekly, and long-term activities.
- The ability to effectively use computers, software programs such as Microsoft office, and Mobilitat's dispatching software to complete reports and analyze data.
- Current Passenger Assistance, Service & Safety Trainer Certification; and
- 5 years Dispatcher experience; and
- 2 years Safety Officer experience; and
- CPR/First Aid Certification; and
- Oregon Department of Transportation Certification of Reasonable Suspicion Training; and
- Oregon Bureau of Labor and Industry Supervisory Training Certification
- Valid driver's license

Malheur Council on Aging & Community Services provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Malheur Council on Aging & Community Services' complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.