

WAPATO SHORES ACCESSIBLE TRANSPORTATION POSITION DESCRIPTION FLEET COORDINATOR

Position Title: Fleet Coordinator
Position Reports To: Operations Director
Full-Time Equivalent: Up to 100%
Positions Supervised: None
Status: Non-exempt

Position Summary

The Fleet Coordinator is an administrative confidential position that supports the administration of Wapato Shores Accessible Transportation. This position will assist the Operations Director in managing all of Wapato Shores Accessible Transportation's assets including the agency's vehicle fleet, and other assets as assigned. The Fleet Coordinator will accurately perform data entry information into Wapato Shores Accessible Transportation's Asset Management system(s). The Fleet Coordinator will assist in monitoring the safety and performance of Wapato Shores Accessible Transportation's fleet of vehicles. The Fleet Coordinator will assist with the oversight of program compliance and record keeping of all of Wapato Shores Accessible Transportation's assets. The Fleet Coordinator will assist with the compliance of appropriate local, state and federal regulations. In this position discretion and confidentiality must be exercised in protecting and releasing information.

Core Accountabilities

Agency Values – Consistently demonstrate Ride Connection values in all business interactions and performance. Ride Connection has identified the following as our agency values

- Recognize, nurture and appreciate our customers and staff, paid and volunteers.
- Maintain collaborative relationships with Network Partners.
- Deliver safe, personalized and accessible transportation options.
- Assure honest, reliable and accountable business relationships and practices.

Teamwork – Exhibit spirit of cooperation, showing adaptability and flexibility. Support team goals, assist co-workers and show appreciation for others. Communicate effectively and kindly with others.

Respect and Caring – Consistently and respectfully interact with others in a compassionate and professional manner. Maintain confidentiality.

Effective Use of Resources – Use office and position resources effectively. Makes efficient use of the time and talents of others.

Initiative – Shows independence and ingenuity. Demonstrates creativity in problem solving, contributing new ideas and solutions.

Lead by Example

Major Duties and Responsibilities

Asset Coordination:

- Maintain and update systems for tracking all agency assets i.e. vehicle fleet, technology, facilities, etc.
- Maintain and update systems for tracking key events for assets, including all repairs, and routine maintenance
- Maintain and update systems for tracking replacement schedules
- Assist in completing weekly and monthly reports as requested
- Communicate with internal and external customers and vendors regarding Wapato Shores Accessible Transportation assets, including but not limited to vehicles, computers, servers, etc.

Vehicle Specific:

- Assist in vehicle relocation
- Assist with vehicle maintenance program
- Assist with annual vehicle inspections and semi-annual lift inspections
- Assist with processing emission/DEQ testing and vehicle registrations

Contract Management:

- Assists with the management and coordination of all contracts and agreements
- Assists with the compliance of all applicable insurance requirements
- Assists with the compliance of all Federal, State, and local laws and regulations
- Assists with drafting accurate legal forms
- Assures the maintenance of organizational records
- Assists in completing weekly and monthly reports as requested
- Assist with assuring that tracking systems for repairs, and maintenance events meet FTA reporting requirements
- Participates in the team process of reviewing collisions as it pertains to Wapato Shores Accessible Transportation assets
- Assists with site visits

General Agency Requirements:

- Collect data and issue reports according to prescribed timelines
- Represent Ride Connection in a professional manner to our service partners, our funders, and the community
- Ability to effectively communicate the mission and purpose of Wapato Shores Accessible Transportation
- Activities of this position actively support inclusive practices that determine the needs and preferences of our target population.
- Develop, maintain and enhance relationships with Wapato Shores Accessible Transportation staff, partners, customers, and supporters
- Provide superior quality customer service to ensure that each person who requests Wapato Shores Accessible Transportation service is treated with dignity, respect and patience
- Participate in required training programs and attends all staff meetings as required
- Adhere to current Wapato Shores Accessible Transportation Personnel Policies
- Perform other duties as assigned

Required Qualifications

- Demonstrated computer skills, and proficient with the Microsoft Office environment and related software
- Photocopy, Scan, fax or e-mail information, reports or other information as needed
- Ability to communicate professionally, effectively and pleasantly on the phone, and to take and relay complete messages
- Maintain a driving record that meets or exceeds Ride Connection's driver standards
- Strong organizational skills and ability to manage multiple responsibilities within a specified timeline
- 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
- Experience operating a large vehicle
- Geographical knowledge of the Portland Metro Area
- 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 meet prescribed deadlines
- Ability to adapt to a rapidly changing environment
- Effective problem-solving skills
- Effective listening skills

- Must have access to reliable transportation for employment purposes which may include evenings and weekends. If using personal vehicle, must maintain proof of auto insurance and comply with State regulations
- Ability to pass a National Criminal Record Check which includes fingerprint identification

Preferred Qualifications

- Trained in automotive mechanics or previous experience working in repair shops including knowledge of parts and labor
- Experience with inventory management and control
- Experience working with older adults and people with disabilities
- Experience and passion working for a non-profit organization

Physical Requirements

- Normal office working conditions
- Repetitive motion
- Prolonged sitting
- Extensive visual/hearing involvement
- Extensive telephone verbal communication
- Occasional lifting of items from below the knees or above the shoulders
- Occasional lifting up to 40 pounds
- Driving mini-buses and mini-vans

Note: This job description is intended as a guideline, only, and does not limit in any way the duties or responsibilities of any employee. Nothing herein shall be construed as a contract of employment, expressed or implied. All employment may be terminated at will, with or without cause.

Wapato Shores Accessible Transportation shall abide by the requirements of 41 CFR 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that Ride Connection take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.