

GATEWAY COMMUNITY ACTION JOB DESCRIPTION

Job Title: Transportation Maintenance Assistant

Classification: Non-Exempt

Reports to: Quality Control Manager

Date: Revised June 2019

Summary/Objective

Assists with planning, developing, and implementing plans and procedures to ensure all staff meet/exceed safety regulations and program policies and procedures

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Responsible for assigned facility and playground maintenance and repairs
- Address all maintenance issues within the specified time frames outlined in the procedures
- Maintain documentation on all requested and completed repairs and submits reports as required
- Works a designated schedule set forth by the supervisor and obtains prior approval when/if changes need to occur due to identified issues.
- Attends professional development trainings as required
- Provide transportation/training for overall program functions as deemed appropriate and approved by the Director of Early Childhood.
- Monitor monthly transportation reports and needed repairs, with reported safety issues being repaired immediately
- Monitor to ensure all buses are clean and clutter free, first aid kits restocked, and current inspections are posted
- Monitor inspection dates on classroom fire extinguishers and ensure staff receives training on the use of fire extinguishers
- Monitor to ensure safety regulations are adhered to by all bus drivers/monitors

Competencies

1. Attention to detail
2. Diversity/Inclusion
3. Ethics/integrity
4. Organizational understanding
5. Professionalism
6. Communication
7. Learning Orientation
8. Planning/ Time Management
9. Safety/Risk Management

Supervisory Responsibility

This position has no supervisory responsibility

RV:20190601 IC:PUBLIC

Work Environment

This position operates in a center based environment. This role occasionally requires travel in and out of service area.

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.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell. The employee must occasionally lift or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Position Type/Expected Hours of Work

This is a full time position. Days and hours of work are Monday- Friday, 7:30 am- 4:00 pm. This position regularly requires long hours and weekend work.

Travel

Travel is primarily within the five county service area during the business day, although out-of-area travel may be expected upon notice.

Required Education and Experience

High School Diploma/General Education Degree

Preferred Education and Experience

Experience in the field of maintenance and transportation is preferred. Ability to work in a team setting with excellent written and verbal communication skills highly desired.

Additional Eligibility Qualifications

Valid Class C Commercial Driver’s License with a PS Endorsement within 60 days of employment.
Approved CDL Physical Exam

Additional Requirements

Valid Kentucky driver’s license, reliable transportation, and satisfactory background checks. Pass a pre-employment drug test and random drug testing as required. State required minimum vehicle liability insurance and uninsured motorist insurance. Any/all other testing or applicable checks required by local, state, or federal law.

AP/EEO Statement

Gateway Community Action provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management:

CEO: _____ Date: _____

CCO: _____ Date: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ Date: _____

Approved by Board of Directors on: _____