



Peabody Council on Aging
PETER A. TORIGIAN SENIOR CENTER
75R Central Street, Peabody, MA 01960
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June 21, 2016

Job Title: Transportation Supervisor/Coordinator

Department: Council on Aging

Position: Full-Time / 40 Hours/week

Job Summary

The Transportation Coordinator is responsible for coordinating the Transportation system. Duties include, but not limited to: supervision of drivers, supervision of vehicles and the communication system, recording of statistics and assisting receptionist in general office coverage.

Principal Duties: 70% of the time

- Provide general supervision to drivers, maintenance and Transportation Office staff
- Schedule daily assignments of drivers, discuss job related problems
- Receive client transportation requests
- Communicate with drivers by two way radio
- Maintain transportation logs and statistics
- Handle emergencies using good judgement
- Respect confidentiality of clients and workers

Duties: 20% of the time

- Maintain radio equipment/all communication
- Monitor vehicle maintenance, arrange service and repairs
- Resolve problems
- Assist receptionist and walk-ins as needed
- Perform other tasks consistent with the goals of the Agency
- Evaluate driver's performance

Duties: 10% of the time:

- Schedule use, maintenance and repair of vehicles
- Schedule drivers hours
- Hire and arrange training for all drivers
- Oversee monthly statistics
- Attend and schedule monthly drivers meetings
- Occasionally, lock up and open building

Qualifications/Other Skill Requirements:

- Pleasant disposition – dependable
- Good telephone and communication skills
- Sensitivity and patience with older clients
- Good judgement and ability to handle emergencies
- Typing skills essential for computer
- Good hearing and eyesight
- Knowledge of city streets in Peabody and surrounding towns.
- Knowledge of Agency activities
- Ability to work under stress at times

Experience/Education

- Business Management or equivalent experience in a related transportation field
- Knowledge in working with computers
- Valid driver's license (CDL preferred)
- Knowledge of North Shore area

The deadline to apply for this position is Friday, July 1, 2016.