

JOB VACANCY ANNOUNCEMENT

POSITION: Substitute Transportation Specialists
DEPARTMENT: Duplin County Transportation
SALARY: Grade 55 Step 1A \$9.6673 per hour
OPENING DATE: October 16, 2017 "OPEN UNTIL FILLED"
APPLY AT: Duplin County Personnel Office
County Administration Building - 224 Seminary Street
Kenansville, NC 28349
910/296-2174 "Equal Opportunity Employer"

GENERAL DESCRIPTION OF DUTIES

Under general supervision of the Assistant and Director of Duplin County Transportation Department, the purpose of the position is to transport passengers or food from place to place within the County. Employees in this classification perform manual work. Position is responsible for receiving requests for transportation to specified destinations; transporting individuals or food; maintaining cleanliness, fuel and oil levels in vehicle; and maintaining records of trips. Performs related work as required.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Obtains keys to vehicle and prepares for daily activities; checks tires, fuel, brake fluid, lights, windshield wipers, and oil daily; cleans vehicles inside and out.

Receives requests from County agencies/industries for timely and safely transportation to specified destination; assists patrons on and off vehicle; loads food, homebound meals, and other materials to be transported; picks up passengers on designated daily route; drives vehicle to transport passengers or materials; assists incapacitated passengers on and off vehicle; returns passengers home.

Transports clients safely to and from programs and on outings as needed, providing on going supervision, communication and positive interactions.

Implements behavioral strategies and skill development to ensure safe transportation and minimize inappropriate behaviors or misconduct during transportation. Reports any issues or concerns immediately to management and follows agency protocol.

Mitigate delays to ensure on-time delivery to final destination. Maintains records and logs of trips, including purpose of trip, number of passengers or type of materials transported, miles, gasoline usage, and times of travel.

Reports all maintenance and repairs needed by vehicle in a timely manner. Maintains contact with dispatcher by radio or phone using correct FCC procedures and observing radio courtesy; observes all traffic laws, including those laws pertaining to public transportation.

Develop and maintain positive customer relations with the public and demonstrating excellent customer service principles.

Take the initiative to escalate potential transportation issues to the leadership team. Ensure that all policies, procedures and controls are followed and that all reports are completed accurately and submitted on time.

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED; supplemented by 5 to 11 months previous experience and/or training involving driving a motor vehicle; or an equivalent combination of education, training, and experience.

SPECIAL REQUIREMENTS

Possession of a valid driver's license issued by the State of North Carolina.

After Transportation Specialist applicant is given a conditional job offer, but before he or she starts work, potential new hire will undergo "fit for duty" medical examination at the Duplin County Health Department to ensure potential new hire is physically able to perform the essential duties of this job description with or without reasonable accommodations in accordance with ADA.

After employment begins, Transportation Specialist will be required to undergo an annual medical examination at the Duplin County Health Department to determine if employee is able to physically continue to perform the essential functions of the job with or without reasonable accommodations in accordance with ADA.

In accordance with the Age Discrimination in Employment Act (ADEA) of 1967, the ADEA allows imposition of age limits for certain professions if evidence shows the ability to perform a particular job significantly diminishes with age or imposes a danger to society. The ability to perform the essential job duties of a Transportation Specialist typically decreases with age because of the gradual loss of hearing, sight and mobility as a person ages. Therefore, it has been determined that a bona fide occupational qualification (BFOQ) for a Transportation Specialist is to be under the age 70.