



HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL

47 Rainbow Drive
Hilo, Hawaii 96720-2013
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Job Posting

POSITION TITLE: Transportation Manager-Island-Wide (Continuous Recruitment)
REPORTS TO: Executive Director
JOB LOCATION: Hilo
FLSA: Part-time/ FTE .50 (20 hours per week)

ACCOUNTABILITY: This position reports to the Executive Director or Deputy Director and will be responsible for the overall administration of the Transportation Department. Will ensure that work assignments for each site, is within their district, are carried out.

ESSENTIAL JOB FUNCTIONS: *(To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required.)*

1. Prioritize and develop plans for the transportation department.
2. Ensures efficiency in day-to-day operations at all island-wide sites and supervises the Transportation/District Supervisors. Plan, organize and manage the work of subordinate staff to ensure that the work is accomplished in a manner consistent with organizational requirements.
3. Trains and monitors District Supervisors in daily responsibilities and reports on transportation operations. Monitor operations to ensure that staff members comply with administrative policies and procedures, safety rules, and government regulations.
4. Develops strategies for improving the programs within the transportation department; implements recommendations. Collaborate with other managers and staff members in order to formulate and implement policies, procedures, goals, and objectives.
5. Develop strategies and markets the transportation program to local residents. Supervises the department's effort to enroll eligible seniors in Transportation program.
6. Provides analysis and recommendations for reducing operational expenses. Implement schedule and policy changes. Monitors passenger trips to ensure goals are met and improve service delivery. Verifies and resolves customer complaints.
7. Evaluates program and make necessary recommendations.
8. Promote safe work activities by conducting safety audits, attending company safety meetings, and meeting with individual staff members. Reviews all safety reports and makes decisions regarding operation of the vehicle.
9. Direct activities of staff performing repairs and maintenance to equipment, vehicles, and facilities.
10. Acts as liaison between agency and community. Provides support to district council boards.
11. Maintains cooperative working relationships with outside community agencies and collaborates service.
12. Prepares evaluations for the personnel they supervise and serves as community educator on programs implemented in district.
13. Establish and maintain effective and professional working relationships with HCEOC employees, and resource agencies.
14. Conduct employee training sessions on subjects such as employee orientation, quality improvement and computer use.
15. Dresses appropriately for work.
16. Performs other duties as requested by the Executive Director or Deputy Director.

Physical Demands:

Duties require ability to lift/carry up to 30 pounds, periods of prolonged, sitting, walking, standing, kneeling, crouching, twisting and bending while giving instructions or demonstrating activities to personnel.

Working Condition:

Requires regular attendance to established work schedule and may be required to work variable hours and variable days. Requires flexibility to work at various sites if need.

Equipment Use:

Requires use of usual office equipment including computer and calculator.

Communication:

Duties require frequent inside and outside the agency using considerable tact, persuasion, and discretion. Ability to relate to and communicate effectively with low-income families.

Mental Demands:

Duties require frequent multi-tasking, attention to detail, composition skills, mathematical ability, and expressing or exchanging ideas and ability to use sound judgment when dealing with personnel and community.

KNOWLEDGE SKILLS AND ABILITIES:

1. Knowledge of the Hawaii Motor Vehicle Code applicable to the operations of school buses in the transporting of clients.
2. Methods, materials, equipment used to provide for an effective transportation program.
3. Good personnel practices and ability to utilize them.
4. Use of general office equipment, computer and software applications.
5. Skills to correct, edit, and proofread documents.
6. Ability to compile and prepare monthly, quarterly, and annual written statistical reports.
7. Ability and skill to plan, organize, and present material to management, staff, volunteers and others.
8. Ability to work cooperatively as an effective team member of HCEOC.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree from an accredited college or university with major course work in social sciences, social services, business, management or related field.
- At least five years' experience in transportation and/or contract/project management or business analysis. Must be proficient in MS Office and Windows.
- Three years progressively responsible experience working with the community.
- Management and/or supervisory experience.
- Ability to travel and work variable hours or days.
- Demonstrates the ability to prioritize, plan and evaluate projects.
- Excellent verbal and written skills.
- Detail oriented: Must be able to maintain records and submit reports and other information accurately.
- Knowledge of community, agencies and organizations within the community in which they serve.
- Must have the ability to relate and communicate effectively to minority groups, people and community.
- Should be knowledgeable to the problems of minority groups within the area to be served.
- Must possess a valid driver's license with no restrictions or serious violations and be able to provide a driving abstract prior to hire and updated annually.
- Must meet the health and physical conditions necessary for proper performance of duties.

If you are interested in applying for this position, please submit your resume and letter of interest to Human Resources, H.C.E.O.C., 47 Rainbow Drive, Hilo Hawaii 96720, or by email to hceochrclerk@hceoc.net

Continuous recruitment until filled.