TRANSPORTATION SPECIALIST 488-A

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for paraprofessional duties in support of the administration of a transportation system that meets the needs of customers of county agencies and public transportation passengers. This position differs from Head Bus Driver or other equivalent titles by virtue of its expanded scope, level of responsibility and supervisory responsibilities. Work is performed under general supervision of the Transportation Supervisor and/or Transportation Coordinator with leeway for making independent judgments. Supervision is exercised over Bus Drivers, Van Drivers and other subordinate staff, as necessary. Does related work as required.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

May schedule and assign routes to drivers;

Verifies and authorizes and schedules transports for various medical services through Medicaid Program;

Supervises and evaluates the work of subordinate employees;

Works with superiors to implement and maintain transportation safety procedures;

Works with superiors to facilitate the County's Public Transportation Plan;

Prepares and maintains employee time sheets for Transportation Supervisor’s review and approval;

May assist in assuring drivers receive necessary training and maintains records regarding credentials/licenses/endorsements of drivers;

Maintains travel logs and processes billing for ambulette, taxi and ambulance services;

May assist in assuring drivers participate in required annual physical examinations and random drug testing;

Coordinates schedule with Department of Public Works to assure that vehicles are maintained and inspected;

May need to remain on call after work hours to coordinate van/bus transports in the event of breakdowns and may reschedule drivers if workers are unable to report to work;

Prepares periodic reports which include routine data information, mileage usage, bus/van utilization, repair costs, inspections, and employee payrolls;

May assist in maintaining safety standards in conformance with state and insurance regulations.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of standard transportation methods and the operation of buses and vans; Thorough knowledge of the New York State Motor Vehicle Law and applicable regulations of Public Service Commission; good knowledge of the geography of the county; good knowledge of safe driving practices; ability to plan and supervise the work of subordinates; ability to prepare reports and maintain records; ability to perform basic accounting and bookkeeping functions; ability to operate a personal computer and utilize common office software programs; ability to understand and follow oral and written directions; clerical aptitude; ability to get along well with others; mechanical aptitude; and mental alertness.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and two (2) years of full-time paid experience involving the supervision of transportation personnel.

Note: Certain jurisdictions may require the candidate to possess an appropriate level motor vehicle driver's license at the time of appointment.

SPECIAL REQUIREMENT: Candidates may be required to successfully complete the New York State Department of Motor Vehicle Article 19-A Certification Program requirements before appointment or within the probationary period following appointment.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: https://www.cs.ny.gov/jobseeker/degrees.cfm. You must pay the required evaluation fee.