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**\*Internal Recruitment only\***

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**POSITION ANNOUNCEMENT**

JOB TITLE: Work Services Transportation Coordinator

RATIONALE: To replace the current Work Services Transportation Coordinator who is resigning his position effective 3/24/19. Provide morning and afternoon route transportation to Active treatment consumers residing in the two 16 bed facilities (HVT and Tanner). To perform other transportation duties such as fleet management, contract deliveries, etc

BASIC DUTIES: The Transportation Coordinator is responsible for the management and coordination of Agency transportation vehicles and services, maintain IDOT compliance, provide transportation related staff trainings as appropriate, maintain monthly mileage reports and data, act as the primary contact for the IDOT surveys/audits, utilization of agency vehicles, delivery of goods and services, coordinate program for personally owned automobile use, and coordination of consumer transportation to day program. Coordinate maintenance and repairs of agency vehicles. The Coordinator ensures deliveries and pick/up of external contracts (primarily laundry) and provides material handling of internal contracts as assigned.

MINIMUM QUALIFICATIONS:

1. Possess High school Diploma or Equivalent
2. Valid driver's license as required for class of vehicles to be driven.
3. Ability to drive all agency vehicles.
4. Possess a Safe driving record (as per the HRC Safe Driver Guidelines Protocol)
5. DSP trained or ability to become DSP trained (see: <https://www.dhs.state.il.us/page.aspx?item=64987>).

DESIRABLE QUALIFICATIONS:

1. Ability to follow verbal and/or written directions.
2. Ability to perform simple mathematical computations, operate a calculator/electronic scales
3. Ability to document and organize information regarding agency vehicles and usage
4. Demonstrates good worker role model for persons enrolled in work services.
5. Ability to work independently as well as part of a team
6. Ability to operate machinery used to complete contract work
7. Ability to move pallets/containers of subcontract parts using a pallet jack or other material-handling equipment
8. Good organizational skills and ability to work on multiple tasks
9. Demonstrated oral and written communication skills

ESSENTIAL PHYSICAL REQUIREMENTS:

1. Stand or walk, 41-75% of the time.
2. Sit, 25-59% of the time.
3. Lift and carry up to 50 pounds, 41-75% of the time.
4. Push/Pull up to 700 pounds max, 11-40% of the time & 1500 pounds max, with pallet jack, 11-40% of the time.
5. Stoop, kneel, crouch, crawl, twist, or bend, 41-75% of the time.
6. Reaching overhead and in front of body, 11-40% of the time.
7. Simultaneous use of hand, wrist, and fingers, 41-75% of the time.
8. Ordinary talking and hearing, 76-100% of the time.
9. Lift up to ten pounds, 20 pound max, 5-10% of the time; Lift up to 20 pounds, 50 pound max, 11-40% of the time; Lift up to 50, 100 pound max, 5-10-% of the time.
10. Push/pull 10 pound max, 5-10% of the time; Push/pull up to 10 pounds, 20 pound max, 5-10% of the time; Push/pull up to 20 pounds, 50 pound max, 5-10% of the time; Push/pull up to 50 pounds, 700 pound max, 11-40% of the time.
11. Climb stairs 5-10% of the time.
12. Driving/operating machinery, vehicles, 41-75% of the time.
13. Hearing other sounds, i.e. machines, 41-75% of the time.
14. Color vision and entire field of scope vision 76-100% of the time.
15. Rotating shift work, 0-25% of the time.
16. Environmental: Work both inside and outside, 41-75% of the time; work with noise and extreme heat, 41-75% of the time; work with fumes, extreme cold, and heights, 5-10% of the time.

AVAILABLE: 3/24/19                      HOURS PER WEEK: 40 (non-exempt/hourly)                      Primary location: 753 E. Court St; Paris, IL  
Salary Schedule: III

HOW TO BECOME AN APPLICANT:

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Internal Applicants must submit a letter of interest while this announcement remains posted at  
<http://www.hrcec.org/index.php/employment-new>

CONTACT: Jonathan Burns, Director of Continuous Quality Improvement; Human Resources Center of Edgar and Clark Counties  
PO Box 1118; 118 East Court Street; Paris, IL 61944 [Jonathan.Burns@HRCEC.org](mailto:Jonathan.Burns@HRCEC.org); (p)217-465-4118x1249; (f) 217-463-1899