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**HUALAPAI NATION**

**JOB ANNOUNCEMENT**

**OPEN COMPETITIVE**

**JOB TITLE: Transportation Program Manager**

**DEPARTMENT: Health–Education and Wellness**

**CLASS: Covered/Non-Exempt**

**SALARY: $19.00-21.00 per hour / D.O.Q.**

**OPENI NG: July 07, 2016**

**CLOSING: Open Until Filled**

**POSITION SUMMARY:**

# The Transportation Program Manager (TPM) oversees all aspects of the Transportation Program. This includes drivers, vehicle maintenance, all required record keeping, reports, billing, and scheduling. The TPC is responsible for providing safe and courteous transportation to the general public. Punctuality and regular attendance are required in this position. The Transportation Program Coordinator reports to the Assistant Director.

**Essential Duties and Responsibilities:**

**Transportation Office Supervision**

* Is in the office from 8am to 5pm daily (1 hour lunch), and does not do transports. Is responsible for handling daily phone calls for transportation requests and the scheduling of the drivers.
* Each morning or night before reviews the transportation requests for completeness and checks for receipts if non-medical. Schedules drivers as needed.
* Is responsible for the ongoing inspection of the vehicles for damages, safety issues, fuel and cleanliness on a regular basis, or as needed when reported by drivers.
* Contacts drivers, the night before for early morning transports, and that morning for the more local transports, to go over the day’s schedule and indicates vehicles needing service.
* Provides supervision to the drivers and other department personnel in the following areas:
* Ensures that a monthly Transportation staff meeting is held and minutes are kept.
* Schedules the drivers to provide local and out of area transports.
* Ensures vehicles are checked inside and outside for maintenance, safety and cleanliness in the morning and as needed during the day.
* Ensures that the drivers clean the vehicle at the end of their shift and as needed. The driver should instruct the passengers to clean up after themselves and their children before they depart.
* Ensures that the drivers keep the tank one half to three quarters full.
* Ensures that the drivers are trained on how to properly assist passengers as needed upon entering and exiting the vehicles.
* Is available for on-call services as needed or scheduled.
* Communicates to the public all routes, rules and schedules.
* Schedules training for drivers to keep up their skills in driving, CPR/FA, HIPAA compliance, PASS, and customer service.
* Maintains a log of passengers with destinations and mileage through Fleetmatics, for departmental use and WACOG grant reporting.
* Keeps a log of gas and vehicle maintenance needs and expenditures.
* Maintains communication with the office manager and reception staff regarding schedules of drivers.
* Communicates to the Assistant Director any problems associated with the program function.
* Completes and periodically updates Transportation Policies and Procedures with the assistance of the Drivers and Assistant Director for approval of the Hualapai Tribal Council.

**Reporting Requirements**

* Oversees AHCCCS billing for payment is done on the website on a weekly basis.
* Ensures that the timesheet paperwork for the transportation program is done correctly every two weeks.
* Compiles and reports monthly drivers transports and collections to the Assistant Director.
* Monitors the collection process and makes recommendations to the Assistant Director for updates or changes.
* Seeks alternate funding through state, federal or private sources.
* Provides supervision with drivers once a week to discuss issues and concerns. Documents these meetings and follow-up activities.
* Receives Transportation Program complaints, concerns and other issues. Researches and resolves as appropriate. Discuses with Assistant Director or Director as needed.
* Attends WACOG and AHCCCS meetings as well as the monthly Health Department Staff meetings to update the department staff on program activities.
* All other duties as assigned.

### **KNOWLEDGE SKILLS**

* Supervision skills
* Computer skills
* Customer service skills.
* Willing to learn new skills as needed.

**MINIMUM QUALIFICATIONS**

* High School Diploma.
* Associates Degree or experience in program managing.
* Experience in driving passengers preferred.
* Must possess a valid driver’s license and be eligible for tribe insurance.
* Experience in communicating to the public, ideal.
* Must pass a local, federal and state background check.
* Pass initial and subsequent random drug test.

**HOW TO APPLY:**

Submit a **completed** Employment Application to: Human Resources Department, PO Box 179, Peach Springs, AZ 86434, fax (928) 769-1191, of call (928) 769-2215/2216 for information. **To be considered for employment, the Human Resources Department must receive a completed application by 5:00 PM on the closing date.** A resume **will not** be accepted in lieu of a completed employment application. **All applications and supporting documentation submitted becomes the property of the Human Resources Department; please keep copies for your own reference.**

**PREFERENCE:**

All applicants are considered without regard to age, sex, race, national origin, religion, marital status, or physical disability. However, preference may be extended to persons of Indian descent in accordance with Public Law 88-355, Section 703 (702-71) and public Law 93-638, Section 7B.

**THE HUALAPAI TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER/PROGRAM**

**Auxiliary aids and services are available upon request to individuals with disabilities**