CLASS TITLE: **COORDINATOR OF TRANSPORTATION SERVICES (RIMC)**

Class Code: 02326600
Pay Grade: 18A
EO: F

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for a comprehensive transportation program; to plan, organize, coordinate, and direct the work of a staff engaged in various transportation activities; and to do related work as required.
SUPERVISION RECEIVED: Works under the direction of a superior with considerable latitude for the exercise of initiative and independent judgement; work is subject to review for conformance to existing policy and for results obtained.
SUPERVISION EXERCISED: Plans, organizes, coordinates, and directs the activities of a staff engaged in a program of transportation services.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To plan, organize, coordinate, and direct a transportation program involving general transportation, ambulance service, bus service, truck service for on-the-grounds movement of supplies.

To coordinate the projected usage of vehicles by various units and establish priorities for vehicle usage.

To plan the utilization of vehicles in order to maximize efficiency and to conserve fuel and manpower.

To maintain various records related to the transportation function.

To recommend operating improvements.

To keep records of work in progress and plan for future work.

When necessary to operate various motor vehicles.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the practices and procedures necessary to direct and coordinate institutional transportation program; a working knowledge of supervisory techniques and practices; the ability to formulate and present recommendations for improvements and increased efficiency; the ability to prepare routine and special reports; the ability to maintain effective working relationships with subordinates and various departmental officials; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school; and
Experience: Such as may have been gained through: employment in a supervisory capacity in the area of transportation services.
Or**,** any combination of education and experience that shall be substantially equivalent to the above education and experience.

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