

# Southwestern Wisconsin Community Action Program, Inc.

## Job Description

Job Title: Program Ops Specialist  
Sub Title: LIFT – Transportation Specialist

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Exempt (Y/N): No	SALARY LEVEL: 2
LOCATION: Southwest WI	DEPARTMENT: LIFT
SUPERVISOR: Lori Jacobson/Jeff Segebrecht	
PREPARED BY: Lori Jacobson	DATE: 4/4/2019
APPROVED BY: Walter Orzechowski	DATE: 4/4/2019

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**SUMMARY:** Under the direction of the Southwestern Wisconsin Community Action Program Lift Assistant Director and the Transportation Director, this position is responsible for transportation to individuals with disabilities in the six county area served by SWCAP including, Crawford, Grant, Green, Iowa, Lafayette, and Richland counties. The position requires the ability to lift up to 60 pounds, work with individuals requiring assistance in communication as well as mobility, use computers and communicate with outside agencies in order to maintain and build relationships.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned:

Provide transportation using specialized vehicles to persons with disabilities and others as needed.  
Track trip information using drivers log and pre-trip forms  
Comply with all funding source financial and program requirements.  
Help with cleaning and maintaining regular and unexpected maintenance of vehicles.  
Achieve program objectives as identified in contracts or work plans or other duties assigned by the Program Director.  
Continue driver education as needed or directed by supervisor.

### **SUPERVISORY RESPONSIBILITIES:**

Monitoring and tracking vehicle maintenance for LIFT vehicles, including scheduling regular service with office staff and performing routine service, vehicle washes, fluid level checks, tire pressure checks and maintenance of all restraint equipment.

### **QUALIFICATION REQUIREMENTS:**

The ideal candidate will: possess PASS certification or will obtain it within six months, will have a clean driving record not less than what is required for any driving position at SWCAP, will have excellent verbal and customer service skills and will be an empathetic listener.

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**EDUCATION and/or EXPERIENCE:** A preferred candidate would have at least one year of experience in driving, securement training, and customer service.

**LANGUAGE SKILLS:** Candidate must possess the ability to communicate effectively with staff, volunteers and passengers.

**MATHEMATICAL SKILLS:** Candidate must have the ability to calculate mileage for loaded and unloaded miles.

**REASONING ABILITY:** Candidate must be able to solve practical problems and deal with a variety of client/transportation situations where only limited standardized procedure is provided. Ability to interpret a variety of instructions furnished in written, oral, or schedule form.

**PHYSICAL DEMANDS:** Must be able to stand, sit, stretch, and bend to perform the duties of this position. Must also be able to lift up to 60 pounds and push a loaded wheelchair. Southwestern Wisconsin Community Action Program Inc, (SWCAP) is an Equal Opportunity Employer. In compliance with the Americans Disability Act, SWCAP will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with employer.

**WORK ENVIRONMENT:** The work environment consists of driving in all kinds of weather, loading and unloading passengers and mobility equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee works in gasoline fueled vehicles, may be requested to participate, assist, or lead training activities for vehicle drivers.

L.I.F.T.

Leadership in Innovative Flexible Transportation

Southwest Community Action Program

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