



Transportation Manager

Job Title: Transportation Manager

FSLA Classification: Exempt

Department: Transportation

Supervisor: Program Director of Administration

Job Summary

Under the supervision of the Program Director of Administration, the Transportation Manager is responsible for effectively managing Fresno PACE's transportation department. The Transportation Manager maximizes real-time operations that facilitate the efficient use of resources (drivers, time and vehicles) to achieve customer satisfaction, productivity, schedule adherence and strategic goals specific to the department. Finally, the Transportation Manager cultivates a workflow that acts as a collaborative engine serving all disciplines of the organization.

Essential Job Functions

- Oversees daily activities of the department and coordinates scheduling and real-time utilization of resources; analyzes and recommends part-time, flexible and full-time employee mix for the department when applicable.
- Interfaces with the leadership team to ensure smooth processes involving the transportation department; identifies needs and receives direction on staffing increases or decreases.
- Ensures ethical and proper operations within the department; notifies the program director of administration of any issues escalating within the department and provides problem-resolution strategies; ensures communication of real-time staffing challenges.
- Takes corrective measures with authorization as needed.
- Participates in daily, weekly, monthly and annual planning processes as appropriate.
- Performs all duties and responsibilities in a timely and effective manner in accordance with established company policies to achieve the overall objectives of this position.



- Maintains a favorable working relationship with all other company employees to foster aid; promote a cooperative and harmonious working climate which will be conducive to maximum employee morale, productivity, and efficiency/effectiveness.
- Projects a favorable image of the company to promote its aims and objectives and foster and enhance public recognition and acceptance of all of its areas of endeavor.
- Keeps immediate superior promptly and fully informed of all problems or unusual matters of significance and takes prompt corrective action where necessary or suggests alternative courses of action which may be taken.
- Performs all necessary supervisory functions to effectively and efficiently manage the personnel assigned.
- Maintains a qualified staff.
- Communicates areas of accountability and performance expected of personnel assigned.
- Determines standards of performance as a basis to review progress of personnel assigned.
- Ensures proper training of personnel assigned.
- Performs other duties and responsibilities as required or requested
- Involved in the development and implementation of QAPI activities.

Working Conditions and Physical Demands

The working conditions and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Able to perform responsibilities with frequent interruptions and competing priorities.
- Work with moderate exposure to excessive noise, dust, and temperature.
- Utilization of personal computers for clinical/financial database systems.
- Clinical Areas, Category I: Tasks that may involve exposure to blood, body fluids, or tissue.
- Non-Clinical Areas, Category III: Tasks that may involve occasional exposure to blood, body fluids or tissue, and Category I tasks are not a condition of employment.
- Ability to access all areas of the center throughout the workday is required..
- Work is generally performed in an indoor, well-lighted, well-ventilated, heated, and air-conditioned environment.
- Must have a valid driver's license in the state of California.



Experience

- Minimum of five (5) years of experience in working in operations and/or logistics.
- Minimum of three (3) years of experience in employee management.
- Minimum of one (1) year of documented experience in working with a frail or elderly population.

Knowledge, Skills and Abilities

- Knowledge of the area in which Fresno PACE is located.
- Clean driving record.
- Ability to cope with mental and emotional stress related to the position.
- Function independently, have flexibility, and personal integrity.
- Must demonstrate on an ongoing basis the ability to develop and maintain good working relationships with co-workers and department heads.
- Understanding of detailed requirements in action plans and implementation.
- Knowledge required to commission and conduct data analysis for decision-making.
- Excellent interpersonal skills that result in team building, successful negotiation, conflict resolution, and effective handling of complex interpersonal situations.
- Leadership skills to work effectively within an interdisciplinary team setting.
- Ability to inspire confidence and open communication necessary for a learning environment.
- Ability to maintain a positive attitude and balance in relationships with others.
- Effective social interaction with physicians, management, board members, and business and community contacts.
- Strong organizational and supervisory skills.
- Ability to complete duties within an agreed-upon timeframe and adapt appropriately to change of priorities and workload and to adjust personal schedule, if required.
- Sound written and verbal communication skills to convey information effectively.

Education and Certification

- Bachelor's degree in business or any other field related to management.
- Current driver's license in the state of California.
- Medically cleared for communicable diseases and has all immunizations up-to-date before engaging in direct participant contact.