

**#748 Transportation Manager**  
**Exempt 1**  
Kenosha Achievement Center, Inc.  
1218 – 79<sup>th</sup> Street, Kenosha, WI 53143

**Internal & External:** 5/27/2022  
**Hours:** Up to 40/week  
**Apply To:** Morgan Hyatt

**REPORTS TO:** Director of Operations  
**HAS DIRECT REPORTS?** Yes

**JOB SUMMARY:**

Since 1963 the Kenosha Achievement Center (KAC) has been creating opportunities for the personal growth and success of persons with special needs. KAC does this by removing barriers, changing perceptions and building confidence.

The transportation manager is responsible for running all aspects of KAC's transportation services.

**TYPICAL RESPONSIBILITIES:**

1. Create annual budget for the transportation department.
2. Collect data and generate reports on service, equipment and other outcome performance.
3. Ensure department compliance with all applicable regulatory standards.
4. Responsible for the safety of all staff and participants served by this position.
5. On-call availability during hours of operation/
6. Complete assigned strategic action plan work activities and annual performance growth.
7. Supervise assigned staff, inform supervisor of any staffing or performance concerns.
8. Make personnel recommendations including hiring and firing. Perform annual performance reviews.
9. Ensure on time, accurate billing for services. Control transportation expenses.
10. Supervise vehicle maintenance tasks utilizing internal resources where possible.
11. Receive quotes and work with vendors on major vehicle maintenance.
12. Assist with the grant writing process for services and vehicles.
13. Stay current on industry trends including technology and make recommendations to supervisor.
14. Develop effective outreach with stakeholders, contractors and colleague agencies.
15. Participate in required amount & type of staff development activity as specified by annual staff performance plan including engaging in a process of continuously improving cultural proficiency and the ability to work with a diverse population.
16. Perform other duties as assigned by supervisor.

**OCCASIONAL RESPONSIBILITIES:**

1. Substitute as a transportation reservationist or driver as needed.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree or equivalent on the job experience
- Three years of experience in the transportation field
- One-year supervisory experience

**KAC IS AN EQUAL OPPORTUNITY EMPLOYER**  
Revised 5/27/2022

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- Must have a valid driver's license and a good driving record
- Budgeting, personnel development, forecasting and writing skills.
- Computer competency including Microsoft office.

#### **PREFERRED QUALIFICATIONS:**

- Second language skills in Spanish or ASL
- Experience writing transportation based grants
- Experience in dispatch and transportation logistics
- Vehicle maintenance skills

#### **PHYSICAL DEMANDS:**

The 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.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, kneel and stoop. Approximately 40% of time will be spent walking or standing. The ability to see, hear, touch and speak is critical to this job. Physical dexterity requirements of the job include the use of a telephone, computer/electronic equipment, and the ability to manipulate small objects. The ability to distinguish colors and smell is useful.

The employee must lift, push & pull a minimum of 80 pounds with help, 50 pounds alone, walk up & down steps, bend & climb step ladder. Specific vision abilities required by the job include close vision and the ability to adjust focus.

The mental efforts required on a daily basis include those related to reading, writing, mathematics, weighing and/or measuring, visualizing conclusions, analyzing data, searching for solutions, creating methodologies, conducting research, managing resources, and evaluating the performance of others.

#### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level of the work environment is normal. The condition of the air is normal. The surface on which work is performed is level.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

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