



# CENTRAL VALLEY OPPORTUNITY CENTER

## JOB DESCRIPTION

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<b>POSITION:</b>	Transportation Specialist
<b>SUPERVISED BY:</b>	Purchasing/Facilities Manager
<b>LOCATION:</b>	Winton
<b>SALARY:</b>	\$40 - 45K/YR DOE, Full Time, Benefits & 401(k)
<b>DATE POSTED:</b>	June 7, 2022
<b>APPLICATION DEADLINE:</b>	Open Until Filled

### **EXAMPLE OF DUTIES:**

1. Responsible for maintenance and daily inspections of all buses and vehicles on a daily basis, reporting any damage or needed repairs.
2. Responsible for bus/vehicle maintenance records.
3. Responsible for registration of all CVOC vehicles, and corresponding records.
4. Cleaning buses and vehicles inside and out, regularly and as needed.
5. Responsible for DOT/DMV/Safety Carrier compliance including annual audit of vehicle inspection/maintenance, and driver records.
6. Seek bids for repair/maintenance of all CVOC vehicles including service contracts, mileage service, and brake service/alignment.
7. Cleaning of restrooms, keeping all restrooms stocked with all required supplies, picking up trash from restrooms, offices, outside building and other areas as appropriate.
8. Assist Purchasing/Building Maintenance Manager on various tasks such as moves, storage projects, set-up and teardown at CVOC events.
9. Back-up Purchasing/Building Maintenance Manager duties.
10. Bus driver duties.
11. Other duties as assigned.

### **GENERAL REQUIREMENTS:**

1. Minimum two years relevant experience.
2. Excellent knowledge of DOT/DMV regulations.
3. Ability to organize work and work under pressure (multi-tasking).
4. Good judgment and ability to work cooperatively with staff.
5. Valid California Driver's license and minimum personal automobile liability insurance.
6. Good computer/spreadsheet skills (Excel/Word).
7. Class A and/or Class B license with passenger certification, pre-employment and ongoing drug testing, maintain a clean driving record, current medical.

### **PHYSICAL REQUIREMENTS:**

1. Ability to continuously stand or walk.
2. Ability to bend, squat and lift frequently.
3. Ability to lift up to 50 pounds.
4. Ability to sit during prolonged periods of time depending on bus routes.

**WORK ENVIRONMENT:**

1. May occasionally work in temperatures above 100 degrees and below 32 degrees, exposed to rain and/or wind.
2. May occasionally drive distances greater than 100 miles.

A completed CVOC employment application and resume must be received to be considered for employment with CVOC.  
See [www.cvoc.org](http://www.cvoc.org) for application packet

EOE/At Will Employer