



(530) 299-3110 205 Ash Valley Rd. P.O. Box 239, Adin, CA 96006

## Health Transport Operations and Fleet Manager

Salary Range: \$24.72 - \$33.63

Division: Health Transport Services

FLSA Status: Non-Exempt

At Will Position – Full Time

Reports to: General Administrator

### **General Purpose**

Under the supervision of the General Administrator, the Health Transport Operations and Fleet Manager supervises and coordinates Health Transport Services (HTS) and fleet maintenance for the Health Transportation Division.

### **Essential Duties and Responsibilities**

The duties and responsibilities listed below are intended to provide a representative list of various types of work that may be performed. Specifications are not intended to reflect all duties performed within the job class, and incumbent may expect to perform other related similar duties.

The Health Transport Manager is responsible for overseeing the Health Transport Division staff and fleet maintenance while ensuring that customers and clients receive the highest degree of courtesy and professionalism. Oversight is carried out in compliance with Southern Cascades CSD policies and procedures.

### **Responsibilities**

- Coordinate and manage HTS personnel
- Perform personnel reviews
- Oversight and recruitment of HTS personnel
- Set standards for productivity and efficiency improvement
- Ensure safety standards and practices are in place

- Facilitate routine vehicle maintenance
- Maintain accurate and updated vehicle maintenance log
- Assist in long term planning for the division
- Enforcement of District policies and standards
- Dispatch Health Transport trips
- Ability to train HTS drivers on health transport workflow and expectations
- Monitoring and approval of health transport personnel timekeeping records
- Provide excellent customer service skills to patients, clients, members, co-workers, persons of other agencies and the public
- Ensure all vehicles are stocked with appropriate supplies
- Ensure all vehicles are clean and in safe operating condition
- Promote District services within the community and surrounding areas
- Utilize phone, computer, or other electronic devices as required
- Ability to carry out basic or routine vehicle maintenance

### **Requirements**

- Leadership ability
- Outstanding organizational skills
- Familiarity with business and financial principles
- Proven experience as an operations manager or similar role
- Excellent communication skills
- Understanding of basic medical terminology and practices
- Intermediate knowledge of vehicle maintenance practices and procedures

### **Qualifications**

- Possess a valid Driver's License
- Successfully pass pre-employment drug screen
- Successfully pass California DMV history check
- Complete national criminal background check
- Ability to maintain high level of confidentiality including adherence to HIPAA Regulations
- Must be authorized to work in the United States and not require work authorization sponsorship by District for this position now or in the future
- Experience in managerial capacity

### **Certifications / Education**

- Associates of Science in Business Administration, Fleet Management, or related experience in place of degree
- California Certified Emergency Medical Technician -or- ability to acquire within 1 year of hire
- American Heart Association BLS/CPR Certification

### **Physical Task and Environmental Conditions**

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation

may be made to individuals with disabilities to perform the essential functions on a case-by-case basis.

Employees must meet the following requirements, which are necessary to successfully perform the essential functions of this position. Essential job tasks are defined as follows:

- Independent lift and carry 50 pounds.
- Lift one end of a patient laden gurney from mid-level to high level.
- Ability to operate office equipment such as a computer, printer, scanner, and fax machine
- Manual dexterity necessary to perform small equipment and vehicle repairs including but not limited to; headlights, fuses, sensors, change tires, etc.

Communicate orally and by telephone with management, co-workers, and the public in face to face, one to one, and group settings; use office equipment such as computers and stand or walk for extended periods of time.

### **Special Requirements**

May be required to work occasional overtime, weekends, holidays, or other non-scheduled hours.