



Job Opportunity
Transportation & Facility Coordinator
Full Time (40 hours/week)
Primarily Daytime Hours
Posted: July 22 2019

Job Summary:

Maintains Agency building, grounds and vehicles in a neat, safe and orderly condition. Develops, implements and evaluates the participant transportation system ensuring safety of participants, drivers and vehicles.

CORE Responsibilities (Summary):

Responsible for the development, implementation and evaluation of the Agency's participant transportation system ensuring utmost safety of participants, drivers and vehicles, as well as compliance with all regulatory agencies. Leadership responsibility for staff driver positions.

Responsible for the development, implementation and monitoring of systems and procedures to ensure the Agency building and grounds are maintained in a safe, neat and orderly manner. Includes both preventive and ongoing maintenance. Involves much day-to-day operational activities.

Key Requirements/Skills:

- Minimum of five (5) years' experience in fleet management and/or building maintenance desirable.
- Advanced knowledge of vehicle and facility repair and maintenance and the tool (ownership) associated with such.
- Valid WI drivers' license with clear record; ASE (Automotive Service Excellence) Certification desirable.
- Forklift operator's license (will train).
- Excellent interpersonal and communication skills.

Submit resume outlining applicable skills, experience and wage expectation to opportunities@portalinc.org.