



## City of Lake Oswego, Oregon

### Job Description

## ASSISTANT UTILITY WORKER – TRANSPORTATION COORDINATOR (ACC)

**FLSA Status: Non-exempt**

**Salary Grade: 106**

**Union Representation: LOMEA**

**Job Code: 4006**

### Class Summary

Under direction, coordinates transportation services at the Adult Community Center.

### Essential Duties and Responsibilities

*The list of duties is a representative sample of the work appropriate to this class and does not include all the duties that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:*

1. Drive Center Lift-equipped shuttle bus on assigned days.
2. Monitor Center's shuttle buses and coordinate all maintenance of vehicles with City Operations Division and/or private entities.
3. Train and oversee volunteer shuttle bus drivers.
4. Arrange volunteer shuttle bus driver coverage.
5. Collect, record and report transportation services data mandated by County contract in a timely manner.
6. Take on special assignments related to improving Center transportation services.
7. Report concerns and issues regarding clients to the Program Supervisor on a timely basis.
8. Performs other duties of a similar nature or level.

### Minimum Qualifications

#### Knowledge of:

- Shuttle bus transportation.
- Volunteer management.
- Personal computers and related software applications.

#### Skills and Abilities to:

- Safely operate a 12-15 passenger shuttle bus.
- Safely operate a Lift, wheelchairs, walkers, etc.
- Train and supervise volunteers.
- Promote positive relationships.
- Provide good customer service.
- Comply with safety requirements of the position and actively promote safe work practices.

- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation with a High School diploma or G.E.D; and six months of experience in general landscape, maintenance, construction work or related experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing and Other Requirements:**

Positions in this classification require the ability to possess and maintain a valid driver’s license and ability to meet the City’s driving standards and Ride Connection certification.

May be required to work some evenings and weekends. Duties will occasionally involve dealing with distraught or difficult individuals; attending meeting or activities outside normal working hours; occasional response to emergency conditions during off-hours; operation of a motor vehicle on public roads.

**Physical and Mental Demands**

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily driving, walking, reaching, standing, talking, hearing and seeing. Moderate Physical Work: Must be able to move objects by exerting up to (20) pounds of force frequently, and/or up to (10) pounds of force consistently.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

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**Department Director** **Date**

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**Human Resources Director** **Date**

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**Employee** **Date**

*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 requirements of the job change.*