

**EMPLOYMENT OPPORTUNITY  
FACT SHEET**

**AS A PARTNER WITH THE ARKANSAS DEPARTMENT OF WORKFORCE SERVICES, WE REPORT ALL APPLICANTS WHO FAIL TO KEEP THEIR SCHEDULED INTERVIEW OR FAIL TO REPORT FOR A SET START DATE. ONLY SERIOUS APPLICANTS NEED APPLY.**

**POSITION:** Transportation Assistant Supervisor

**LOCATION:** Magnolia SCAT

**HOURS:** 8:00AM – 5:00PM - FULL-TIME:

**APPLICATION DEADLINE:** Open until filled

**DATE POSITION TO BE FILLED:** As Soon As Possible

**SALARY:** \$ 17.25

**JOB DUTIES:**

Assists supervisor with the responsibilities for the daily operation and supervision of the transportation program within the defined service area and direct activities of drivers and staff.

Assist with the coordination of terminal and/or dispatching activities, communication operations and assignment of drivers

Inspect physical facilities of terminal and buses for cleanliness, safety and appearance scheduling maintenance to meet prescribed standards.

Process passenger complaints; take corrective action to improve customer relations and services.

Assist with investigation of accidents/incidents; interview operators involved to determine responsibility; conduct safety counseling and take action on findings as requested by supervisor.

Check trip and dispatch logs for conformance with schedules. Ensure that all routes run on time and direct preparation and issuance of new schedules to terminal and operating personnel.

View audio & video daily from buses to ensure cameras are working properly and confirming there are no driver infractions recorded as requested by supervisor

Assist with overseeing the training of drivers and other staff to improve services and operational activities as requested by supervisor.

Other duties as assigned

**EDUCATION REQUIREMENTS:** One-year certificate from college or technical school; or six months to one year related experience and/or training; or equivalent combination of education, training, and experience preferred.

**EXPERIENCE NEEDED:** Excellent computer, oral / written communication, customer service, and organizational skills required. Must have time management /multi-tasking skills, able to work independently, self-starter with supervisory experience preferred.

**OTHER REQUIREMENTS:** Criminal Background Check and Pre-Employment & random drug/alcohol testing (DOT regulations). Frequently must lift and/or move up to 25 pounds.

**“EQUAL OPPORTUNITY EMPLOYER”**

Central Arkansas Development Council

To download Employment Application go to [www.cadc.com](http://www.cadc.com) or for more information call 501-315-1121

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