

VETERANS HOME TRANSPORTATION SUPERVISOR

KIND OF WORK

Operative supervision of transportation and related services for a Veterans Home.

NATURE AND PURPOSE

Under limited supervision by the Assistant Administrator, supervises a Veterans Home's transportation section involving the provision of delivery services primarily to and for residents. Responsibility also extends to supervising the Veterans Home security and groundswork functions and performing related work as required. Work requires procedural proficiency in the use of specialized equipment such as various passenger vehicles, dump truck with plow and sander, food truck and tractors. Problem-solving involves applying established precedents to somewhat varied situations in activities highly specific as to objectives and content. Freedom to act is limited by standardized practices and procedures, general work instructions, and supervision of progress and results.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Schedule seven-day work week coverage by section employees so that level of services remains uninterrupted by coordinating staffing needs with staff's availability and contractual restrictions.

Plan and implement a trip-schedule system for residents and materials so that resident appointments are kept and all deliveries are made in an expeditious manner by receiving, recording and coordinating appointments of residents and delivery needs, providing each driver with daily trip routes, and driving vehicles when necessary.

Coordinate vehicle maintenance and repairs so that necessary resident services are maintained by establishing preventive maintenance schedules, assigning routine maintenance tasks to individual employees, and researching and determining feasibility of vehicle repair.

Direct and perform general security functions, such as checking doors and windows and being alert to unusual situations. This includes investigating reports of unauthorized access, vandalism, burglary or related incidents so that resident, visitor and staff security is assured.

Direct and perform ground maintenance activities, including but not limited to, grass cutting, reseeding and weed control, tree trimming, planting of flower beds, snow plowing and removal, sanding of streets and development and implementation of parking regulations so that grounds remain free of safety hazards and attractive in appearance.

Review and summarize daily reports of activities and provide written and oral reports of incidents or other unusual activities to Assistant Administrator so that management is regularly apprised of safety hazards, services being provided and any violation of department policies, procedures, or applicable laws or regulations.

Administer personnel actions such as hiring, preparing position descriptions, performance appraisals, and disciplinary actions so that all applicable rules, laws and union contracts are adhered to by carrying out supervisory functions as defined in MN Statutes and Administrative Procedures.

Recommend, review and implement policy and procedures for the section so that services are delivered in a consistent and safe manner by all employees, campus is neat and free of safety hazards, and emergency situations are responded to promptly and appropriately by establishing, documenting, and training subordinates in maintaining performance standards.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Community emergency service phone numbers, and location of community recreational and health care facilities sufficient to summon appropriate services promptly in response to emergency situations and to assist drivers in planning routes.

Veterans Home policies and procedures sufficient to ensure continuity of service to residents and maintain a safe, hazard-free environment.

Supervisory functions including state personnel rules and contract provisions sufficient to motivate, train, evaluate, reward and discipline employees in a consistent and non-discriminatory manner.

Ability to:

Drive all types of passenger vehicles, including cars and vans, small/medium-sized trucks and tractors.

Prepare work schedules and assign staff.

Recommend, implement and enforce transportation, security and grounds policies and procedures.

Investigate incidents and prepare written reports.

React effectively and appropriately in emergency situations.

Develop and maintain reporting systems.

Communicate effectively; verbally and in writing.

LEGAL OR LICENSURE REQUIREMENTS (These must be met by all employees prior to attaining permanent status in the class.)

Possession of a valid Class B MN Driver's license.

No DWI within the past two years, or two moving violations within the past year, or three moving violations in the past two years, or violations of equivalent severity in the past two years.

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T.C.: 3/87

Driver/Security
Supervisor