

Job Description

Job Title: Transportation Officer **Job Code:** 905103 **Job Family:** Public Safety
Pay Grade: 13.12 **FLSA:** Non-exempt **EEO:** Para-professional
Department/Agency: **Position Number(s):** Multiple

Recommended Position Title(s):

The following Core Competencies apply to everyone and are essential to all County jobs:

- Accountability – Follows-up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and County results.
- Communication – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- Customer Focus & Public Relations – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- Initiative – Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development.
- Safety – Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Teamwork– Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.

Essential Duties:

- Timely transportation and supervision of clients to and from employment, scheduled appointments, court appearances, and other approved locations; completes dispatching duties; communicates with staff regarding coordinating transportation runs, requests, changes in the schedule, and special assignments; prioritizes transportation needs or requests; follows all traffic laws and applicable safety guidelines; maintains a safe, secure, and contraband free environment by documenting searches of resident property, vehicles, and pat searches.
- Exercises good interpersonal communications skills by enforcing rules in a firm and fair manner; displays a working knowledge of disciplinary process; advises and documents resident behaviors; produces accurate, detailed, and timely documentation.
- Ensures Departmental travel logs are accurately completed; conducts and documents daily, weekly, and monthly vehicle inspections reporting any vehicle problems; advises transportation coordinator regarding routine service needs.
- Teaches resident orientation class; assists in training staff about Transportation Officer duties.

Supervisory Responsibilities:

- Yes No This position is also responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.

Minimum Job Requirements:

High school diploma or its equivalent; applicant must submit to and pass a pre-employment, post-offer drug screen prior to employment.

Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.

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Preferred Job Requirements:

One (1) year of relevant experience.

Education/Experience Substitutions:

Yes No Experience may be substituted for degree.

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Physical, Environmental, and Special Working Conditions:

On call/stand-by work required.

Self-defense training.

Shift work.

Safety- sensitive job.

Weather essential: Department and County

Uniform required.