

Job Description

Human Resource Use Only
Position Number:
Step/Grade
Effective Date:

POSITION IDENTIFICATION

Position Title: Mobility Manager
Division: Dept of Public Infrastructure – Transit / Buildings & Grounds Division
Status: Full-Time Non-Exempt
Normal Workweek: Mon-Fri

SUPERVISORY RELATIONSHIPS

Reports to: Transit / Building & Grounds Division Manager
Directly Supervises: No supervisory responsibilities

POSITION PURPOSE

The Mobility Manager coordinates and manages transportation programs for the elderly and disabled citizens of Manitowoc County.

ESSENTIAL DUTIES

- Coordinates and monitors the services provided by contracted providers.
- Recruits, screens, trains, and schedules volunteers to provide transportation services.
- Responds to citizen requests for transportation service by ensuring eligibility, assessing needs, and arranging for transportation.
- Responds to transportation requests from Human Services case managers and Lakeland Care District.
- Schedules vehicles, adheres to established maintenance schedule, and fuels vehicles.
- Bills clients and Lakeland Care District for transportation services. Processes reimbursements for volunteer drivers when they use their own vehicles.
- Makes and receives referrals to and from ADRC staff and Human Services.
- Writes grant applications and completes associated reports.

OTHER DUTIES

- Other related duties as assigned by the manager.

MINIMUM POSITION QUALIFICATIONS

Education: High School degree or equivalent, and whatever combination of additional education and work experience provides the necessary knowledge, skills, and abilities to perform the essential functions of the position.

Experience: Equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Certifications/Licenses: Must possess a valid Wisconsin driver's license.

Other Requirements: No other requirements

KNOWLEDGE, SKILLS, & ABILITIES

This position must possess the ability to operate a computer and other basic office equipment, and a proficient knowledge of a variety of software including word processing, Excel, data entry, and internet.

BACKGROUND CHECKS- Condition of Employment

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Manual Dexterity: This is a sedentary position that involves fingering, grasping, talking, hearing, near/far vision, repetitive motions, and sitting most of the time. Standing and walking are required occasionally.

Physical Effort: The employee is occasionally required to lift and or move up to 10 pounds.

Working Conditions: While performing the duties of this job, the employee is normally in an office environment, except when transporting vehicles for maintenance or fueling. The noise level is usually low; however, there is exposure to heavy equipment noise levels due to the close proximity to the bus transfer center.

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.