

## Job Posting

July 15, 2020

### POSITION

MOW Route and Fleet Coordinator

### EMPLOYMENT TYPE

Regular FT – 40 hours/week

### SALARY

\$18.25/hour

### REPORTS TO

MOW Program Director

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides supervision and direction to MOW Drivers
- Responsible for assisting in coordinating of daily MOW routes, vehicles used, number of drivers needed etc., and communicating information to MOW Manager and Program Director.
- Coordinates replacement drivers with MOW Manager.
- Drivers routes in emergency situations.
- Coordinates maintenance for the program vehicles, including ensuring that mileage and weekly logs of fueling, oil checks, and cleaning is maintained by each driver.
- Schedules repairs or maintenance work and coordinates with MOW Manager
- Responsible for drop off and pick up of vehicles requiring repairs.
- Check gas receipts and logs to ensure that vehicles are using fuel for only MOW transportation.
- Inspects cleanliness of transportation vehicles.
- Oversees vehicles are being parked in designated parking spot ensuring contract compliance is maintained.
- May assist Drivers with clocking in and out to maintain computerized time and leave policies.
- Makes recommendations on routing optimization.
- Audits routes as instructed to determine time and cost effectiveness in delivery schedule.
- Performs other related functions delegated or assigned by their supervisor.

### COMPETENCIES

- At least 2 years of Meals on Wheels driving experience
- Supervisory experience preferred
- Ability to read, write, and speak English
- Ability to walk distances and climb stairs
- Knowledge of area preferred and/or ability to search addresses and follow directions

### APPLICATION DEADLINE

Ongoing

### SUBMIT RESUME TO

Jose Luis Sanchez, Director of Home Delivered Meals  
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