



NOW HIRING

OPERATIONS SPECIALIST I – 2 POSITIONS

DEPARTMENT: Transportation

START DATE: March 2018

PAY RANGE: Non-Exempt/ Grade 7/ Points 255 \$13.30/hr. HOURS PER WEEK: 40

POSITION DESCRIPTION

GENERAL SCOPE OF DUTIES:

Office tasks and duties necessary for operating a rural transportation provider including but not limited to Phone based customer service, client management, trip management, driver management and vehicle management. All tasks and duties are to be performed in accordance to Agency Policies and Procedures which supersede Departmental Policies and Procedures.

REQUIRED ABILITIES AND KNOWLEDGE:

- Strong communication skills.
- Strong time management and organizational skills.
- Basic skills in Microsoft Word, Excel and Outlook.
- Ability to lift up to 35 lbs. occasionally.
- Must be flexible and able to work with multiple staff members.
- Proficiency in Easy Rides software at hire or within 20 employee working days of hire.
- Familiarity with Waldo County towns and roads.

MINIMUM QUALIFICATIONS:

- High School Diploma or equivalent.
- Minimum of 2 years office experience.
- Ability to meet and maintain WCAP's minimum insurance requirements
- Must pass all required background clearance requirements.
- Must participate in Mandatory Drug and Alcohol Testing Program.

A detailed job description is available on our website: www.waldocap.org. Please submit a completed WCAP employment application also available on our website to: Human Resources, WCAP, PO Box 130, Belfast, ME 04915. This position will remain open until a suitable applicant is found. WCAP is an Equal Opportunity Employer.