

Job Description

Transportation Manager

Organization: Arkansas Valley Adventure

Primary Location: Granite Outpost

Schedule: Full-time

Pay Rate: DOE, starting at \$12.10/hr, + up to 12% end of season bonus based on mid-season and end of season reviews

Target Start Date : May 14, 2010

Target End Date: Sept 6, 2010

Description:

- Obtain a complete understanding of all vehicles at outpost including capacities and reasoning for different usage.
- Work with all drivers on staff and know their certifications as well as the requirements needed to drive each vehicle.
- Supervise driver staff by ensuring all are completing their responsibilities and making yourself available for consultation and grievances.
- Have a working knowledge of designated routes used during the workday and train new drivers on said routes.
- Receive vehicles and vehicle equipment in need of repair and either repair personally or report to Vehicle Maintenance Manager.
- Perform a weekly walk through inspection of all vehicles to ensure safety and general maintenance standards are being upheld.
- Manage a team of employees who are responsible for the cleanliness of the vehicles, the parking of the vehicles and the overall upkeep of each vehicle.
- Understand and relay driver schedule from Operations Manager to staff. Ensure that it is carried out effectively and sort out issues on site if Operations Manager is not available.
- Ensure that driver staff maintain proper cleanliness of vehicles.
- Keep Operations Managers and Vehicle Maintenance Manager informed when above tasks have been performed
- Working with the Vehicle Maintenance Manager and Operations Managers to ensure the readiness of all vehicles.
- Attend weekly management meeting
- Work as and fulfill all requirements of Transportation Driver position
- Work positively and effectively as part of a team environment
- Act as a Team Leader (see job description)

Job Description

Team Leader

Organization: Arkansas Valley Adventure

Primary Location: Granite Outpost

Schedule: Full-time

Target Start Date: May 14, 2010

Target End Date: Sept 6, 2010

Pay Rate:

Description:

- Fulfill all requirements of Guide position (II or III)
- Monitor and oversee a team of 4 to 6 guides.
- Act as role model for all employees; provide information about procedures and protocol; assist in creating an enjoyable workplace that is both efficient and positive
- Field concerns from TLs and management staff regarding team members.
- Be available on a regular basis for counsel of team members and to relay concerns between guides and management
- Assess concerns of team members and decide whether they can be resolved personally or need to be taken higher up the management chain.
- Report to operations manager about status of team.
- Regularly stop in as team members' trips are returning in order to stay informed on their performance.
- Create opportunities for the group to interact as a team
- Attend weekly management team meeting