



Fleet Operations Supervisor – Augusta Campus

Are you interested in joining a team of dedicated individuals who work every day to assist clients with their transportation needs?

KVCAP's Transportation Program is seeking a motivated individual to lead the Transportation Team in the Augusta office. This person supervises the KV Van and Kennebec Explorer drivers and will on occasion be required to drive. Also responsible for ensuring that drivers are properly trained and their vehicles are properly maintained. The person in this position will also be required to prepare monthly reports as needed/requested.

Position requirements: Supervisory experience including knowledge of office procedures. Fleet maintenance experience a plus. Must be able to relate to a wide variety of people and maintain a pleasant atmosphere. Other required skills include: strong interpersonal, written and oral communication; ability to multi-task; computer (Word, Excel) and learn specific program software. The position also requires that you possess a valid state of Maine Driver's License and Commercial Driver's License (CDL) with P endorsement or the ability to secure such a license.

Position is subject to Federal Transit Administration (FTA) drug and alcohol testing requirements. Ability to pass State Bureau of Investigation, Department of Motor Vehicle, Department of Health and Human Services, Fraud and National Sex Offender Registry background checks. Ability to pass an agency approved physical; physically able to assist passengers in and out of a vehicle including passengers using a wide variety of mobility aids (wheelchairs, walkers, motorized three wheeled scooters etc.) and may include lifting and carrying parcels up to fifty pounds.

Benefits include: 12 paid holidays; bi-weekly accrual of Paid Time Off; employer sponsored retirement plan; choices of health, dental / vision, life and disability insurance options. Applications will be accepted until a suitable candidate is found. Interested applicants should submit a cover letter including salary requirements and resume to:

Human Resources
Kennebec Valley Community Action Program
101 Water Street
Waterville, ME 04901

E-mail: lindas@kvcap.org

Equal Opportunity Employer