



Fleet Operations Supervisor – Skowhegan Campus

KVCAP's Transportation Program is seeking a skilled individual to be a part of a busy Transportation Team in the Skowhegan office. The person in this position works with the Director of Fleet Operations to coordinate the maintenance and repair of the Skowhegan fleet of vehicles. This includes scheduling vehicle and radio maintenance and preparing monthly reports as needed/requested. This person also supervises the KV Van and Somerset Explorer drivers. This person will perform back-up driver duties in the Skowhegan area if a spare driver is not available.

Requirements: Must be at least twenty-one (21) years of age and have a minimum of one year's experience as a licensed driver in this or any other state. Possess a valid state of Maine driver's license, CDL with P endorsement or the ability to obtain; One year of office experience and knowledge of office procedures including computer knowledge with word processing/spreadsheet experience; supervisory experience preferred; strong background in fleet maintenance preferred. Must be able to relate to a wide variety of people and maintain a pleasant atmosphere; strong interpersonal, verbal and written communication skills and the ability to multi-task in a fast paced environment.

Position is subject to Federal Transit Administration drug and alcohol testing requirements. Ability to pass State Bureau of Investigation, Department of Motor Vehicle, Department of Health and Human Services, Fraud and 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. Proof of Covid-19 vaccination required.

Benefits: include paid holidays, bi-weekly accrual of Paid Time Off, participation in an employer sponsored retirement plan, choices of health, life, dental, vision and disability insurance options. Starting wage for the position is commensurate with experience.

Applications will be accepted until a suitable candidate is found. Interested applicants should submit an application/resume to:

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

E-mail: roakes@kvcap.org

Equal Opportunity Employer