



JOB DESCRIPTION

Transportation & Activities Assistant

Department: Workforce Development Programs (WFD)
Reports to: WFD County Services Coordinator
F.L.S.A. Classification: Non-Exempt
Range: 5/6 \$20.83 - \$23.23 per hour

Summary

The Transportation & Activities Assistant provides a high level of positive customer service, coordination, and support to the Workforce Development Program (WFD) by building positive, professional relationships with clients, co-workers, SPIPA and Tribal staff, community partners and vendors. This position requires multi-tasking and timely completion of tasks in coordination and collaboration with the County Services Coordinator and Activities and Event Lead. Therefore, it requires an energetic and customer service-oriented individual wanting to provide the best service when working with people at all levels of the Agency and within the communities we serve.

The main location for this position will be at the Pierce County WFD office Tacoma, WA and will require regular travel to client's homes, vendors, SPIPA/IPC and WFD offices within Kitsap, Lewis, Mason, Pacific, Pierce, Thurston, and Wahkiakum Counties. The schedule will be determined weekly based on program needs and the Transportation & Activities Assistant will operate an Agency leased GSA vehicle to make deliveries and pickup program supplies.

SPIPA strives to ensure a cooperative and supportive environment for staff and clients. We value accuracy, efficiency, and our team members being respectful, engaged, and kind.

Essential Duties and Responsibilities

- Provides safe, dependable, on-time and flexible driving services for the WFD program and Agency.
- Provide friendly, respectful, and responsive customer service during all interactions with clients, co-workers, vendors, and Tribal and SPIPA staff.
- Receive supplies/materials to be delivered, and information on recipients, such as names, addresses, telephone numbers, and delivery instructions.
- Coordinate and communicate deliveries with clients, vendors, and program and agency staff according to established delivery and pickups that need to be made.

- Document and communicate all client and vendor interactions with the Events and Activities Lead and direct Supervisor.
- Planning each route based on location, drive time, and road and traffic conditions to ensure on-time deliveries and transport of program supplies between WFD and SPIPA/IPC office locations.
- Complete regular operator maintenance by keeping vehicles clean, vacuumed, and clear of trash on an as needed basis; complete regular operator maintenance; schedules regular and special vehicle maintenance and repair.
- Coordinate and schedule with SPIPA GSA vehicle representative for vehicle maintenance and repair, as needed.
- Keep accurate transportation schedule and participation records: produce written and/or oral reports as needed or requested, establish, and maintain, as directed and authorized, transportation mileage activity logs/sheets.
- Transport interoffice mail to and from the IPC and other WFD offices as needed and/or directed.
- Sets up, modifies, redistributes and transports office furniture, training props (screens, easels, etc.) and supplies to support classes, events and meetings.
- Provide support to Program events and activities including planning, processing purchase requisitions, incentives, and vendor payments as needed.
- Establishes and maintains professional quality communications with WFD staff and outside agencies, businesses, and individuals as needed.
- Other duties as assigned.

The Transportation & Activities Assistant, as an employee of SPIPA, is expected to collaborate, engage, and work closely with all departments to fully support the Vision, Mission, and Core Values in accordance with all Agency directives.

Required Knowledge, Skills, and Abilities

We are looking for a Transportation and Activities Assistant who projects a positive attitude and encourages collaboration, always looking to meet and exceed expectations. The items listed below are representative of the skill set required to perform job duties.

Logistics - Using logic and reasoning to identify alternative solutions, conclusions or approaches to problems when making deliveries/pickups and communicate concerns and changes with appropriate staff, client, and supervisor.

Interpersonal relations – ability to deliver excellent customer service, have a positive attitude, and to work as a team player to accomplish objectives. Excellent people and conflict resolution skills. Ability to work effectively and cooperatively with others in a culturally sensitive and professional manner.

Personal effectiveness and time management – well developed time management and organizational skills to meet priorities, timelines, and details under pressure.

Enthusiastic about being accurate, accountable, and having a high level of initiative and ownership.

Technical capability – basic mechanical aptitude to troubleshoot potential vehicle maintenance issues to coordinate service appointments for GSA vehicles including maintaining all routine/annual maintenance schedules.

Strong proficiency in fundamental office and computer equipment as well as software programs such as Microsoft Office Suite. Solid verbal and written communication skills with a demonstrated ability to communicate effectively with all levels of staff, leadership, stakeholders, vendors, and most importantly with the Consortium Tribes that SPIPA serves.

Adaptability – ability to modify actions, direction, or approach to changing situations and expectations in a respectful and professional manner.

Minimum Qualifications and Additional Job Requirements

- High school diploma or a GED.
- Valid driver's license with proof of auto insurance.
- Driving record must be 2-years accident free and 1-year major ticket free.
- Obey all traffic laws and be a courteous driver.
- Ability to work independently with strong time management and navigation/map skills.
- Understanding the importance of and maintaining confidentiality.
- Prior experience working or living in a Native American Community preferred.
- Work collaboratively with all SPIPA employees to actively promote a team environment.
- Must have reliable transportation and be able to report to work on time and attend work during established schedule.
- Candidates must pass a background investigation, including relevant criminal history, drug screen, and provide current driving abstract/record.

Physical Abilities: Use proper lifting techniques to load and unload vehicles with identified supplies, ensuring they are loaded correctly and taking precautions with any potential hazardous materials. Bending at the waist; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; hearing and speaking to exchange information; seeing to read reports and data; lifting and moving medium to large objects weighing up to 50 pounds.

Salary/Fringe Benefits: Compensation for this position has a starting range of \$20.83 - \$23.23 per hour (based on a 37.5-hour week). Benefits include medical, dental, vision, life insurance, and Agency contribution to a retirement program.

Equal Opportunity: SPIPA is an equal opportunity employer. However, Native American preference applies in that we seek to hire qualified enrolled members of SPIPA consortium Tribes, federally recognized Tribes or Alaska Natives. Minimum qualifications must be fully met for all applicants to be considered for employment.

To Apply: Complete a SPIPA Employment Application at <http://www.spipa.org>, a cover letter describing how your qualifications align with this position, and resume including three work related references to:

Human Resources
South Puget Intertribal Planning Agency
3104 SE Old Olympic Hwy, Shelton WA 98584
Human-resources@spipa.org

Application screening will begin October 21, 2022.
Open until filled

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