



COMMUNITY ACTION OF SOUTHERN KENTUCKY INC.

POSITION	LOCATION	PROGRAM
Vehicle Coordinator	Warren County	Transportation

Closes: Open Until Filled

Full time position available with our Transportation Program in Warren County. This position will oversee the maintenance, repairs, safety and inspections of the Agency fleet of over 100 vehicles, to include GO bg transit, Head Start, and Senior Center, and Agency vehicles. Duties will include, but not be limited to: simple diagnostics and repairs, replacement of bulbs and fuses, starting and test driving vehicles, jump starting vehicles, transferring vehicles between various locations, and other maintenance duties. The position will act as a liaison between repair/service facilities and Community Action, as well as serve as back-up driver for the Transportation Program services and shifts.

Qualifications:

Minimum qualifications for this position are a high school diploma (or GED), valid Kentucky Driver's License, and have or be able to obtain a Commercial Driver License (CDL) with passenger and school bus endorsement. Applicants must be at least age 23. Qualified candidates will need an understanding of and the ability to apply basic vehicle maintenance measures, have the ability to assess vehicles that have been serviced to ensure that the work requested was adequately completed, and have the ability to perform computer vehicle diagnostics utilizing appropriate software. Candidates must have basic computer skills. The qualified candidate will be a self-starter, demonstrate the ability to perform all duties utilizing sound judgment, personal initiative and confidentiality. Candidate must have excellent interpersonal skills, oral and written communication skills with the ability to interface with all levels of personnel in a courteous and professional manner. This is a safety sensitive position and is subject to pre-employment and random drug testing.

Salary:

Minimum salary for this position will be \$10.70 per hour, depending upon relevant experience, with an excellent benefit package.

Application Process:

For immediate consideration you will need to submit a resume, with a cover letter indicating salary history to the address and/or e-mail below; or you may apply in person at:

921 Beauty Avenue
P.O. Box 90014
Bowling Green, KY 42102-90014

200 East Fourth Street
Bowling Green, KY 42101

171 Center Street
Bowling Green, KY 42101

E-mail: aroution@casoky.org

www.casoky.org

Note: Internal candidates will need to complete an internal application and return to Central Office.

EOE

M/F/D/V

Posted: 6/25/2009