



November 24, 2021

## **Job Opportunity – Full-Time SAFETY & COMPLIANCE COORDINATOR**

Facilitating Access to Coordinated Transportation (FACT), a nonprofit based in Oceanside, helps San Diego County residents find suitable transportation services. FACT operates transportation in all cities in San Diego County. FACT is an equal opportunity employer and offers benefits, including healthcare, and a friendly work environment. FACT is conveniently located near freeways and public transit.

The Safety & Compliance Coordinator position reports to the Director of Operations. FACT's services include special needs transportation, vehicle sharing with vendors, and managing contracts with taxicab companies. The position will involve desk and field work. The job includes oversight of FACT's vehicles and assisting with inspection of vehicles, compliance, and monitoring FACT's transportation services. The vehicle inspections do not require experience as a mechanic.

The position requires regular travel throughout San Diego County. This is a full-time, "at-will," and nonexempt position, requiring approximately 40 hours of work per week and 5 days per week.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to:**

- Oversee inspections of vehicles
- Coordinate with a consultant to mechanically inspect all vehicles annually
- Assist with compliance related to grant projects and contracted services agreements
- Assist the Director of Grants and HR with vehicle inspections and site visits
- Resolve vehicle and driver safety issues
- Investigate all accidents and maintain an accident file for each incident
- Oversee compliance of Drug and Alcohol testing program for Brokerage Vendor Drivers
- Maintain accurate inventory on all vehicles and drivers utilized to provide FACT trips
- Track vehicle operator insurance to ensure compliance with contract parameters
- Track Memorandum of Understanding (MOU's) renewals for leased vehicles
- Review driver and preventative maintenance records
- Create and present vehicle and driver related items to the FACT Board of Directors when needed
- Conduct routine Safety and Driver Meetings and facilitate Training as needed
- Provide limited backup support for call center: provide referrals, and schedule, monitor, and log/file trip request; familiarization with FACT processes and services
- Assist with other duties as assigned



## **KNOWLEDGE, SKILLS, AND QUALIFICATIONS**

- Mandatory background check before confirmation
- Must have excellent teamwork skills, customer service skills, and a positive outlook
- Must be proficient at managing their own schedule and multi-tasking
- Ability to follow oral and written communication
- Ability to communicate effectively with all stakeholders in writing and verbally
- Must have a valid CA driver's license and means of transportation
- Experience using Microsoft Word, Excel, PowerPoint, and Outlook required
- Ability to operate standard office equipment, such as computers, telephone systems, and copiers
- A basic understanding of vehicle maintenance is required (e.g., low tire pressure, when replacement tires are needed, dirty or low oil, light checks)
- Mechanical experience preferred
- Bachelor's degree preferred
- Bilingual in Spanish and English is desired
- Experience working with seniors, persons with disabilities and low-income populations is preferred

## **COMPENSATION & BENEFITS**

- \$20– \$30 hourly based on experience and qualifications
- Eligible for medical, dental, and vision insurance through FACT's group plan
- Eligible for up to a 3% employer match towards retirement planning
- Ten (10) paid holidays a year
- Two (2) weeks PTO after one (1) year of service

**Position will remain open until filled. Please send resumes to [factsd@factsd.org](mailto:factsd@factsd.org)**