

Job Description



Position: Commuter Transportation Coordinator
Department: Traffic
Reports To: TDM/Quality Assurance Manager

Job Summary:

Develops, implements, and promotes regional TDM programs to area businesses, localities, city officials and staff. Establishes and supports Employee Transportation Coordinators at work sites where applicable. Responds to customers' concerns and service requests. Reports to TDM/Quality Assurance Manager.

Essential Job Functions:

- Researches, evaluates and monitors employer(s) transportation accessibility in community.
- Meets with employers, civic organizations, government officials and staff to promote interest and participation in employee commuter programs. Establishes and trains Employee Transportation Coordinators (ETCs) at employment site where appropriate.
- Plans, organizes and implements employer based programs that encourage use of alternatives to single occupancy vehicles.
- Implements on-site promotional programs.
- Provides input for annual program budget. Operates within budget guidelines.
- Generates company reports using GIS/ARC View programs.
- Conducts research to develop and implement employer-based transportation programs; Identifies base line (mode split) and tracks results of transportation alternatives put in place based on conclusions and recommendations of research.
- Manage records created and received in compliance with the Hampton Roads Transit Records Management Policy and Procedures.
- Responsible for maintaining a general awareness of HRT's EMS
- Responsible for handling all related job responsibilities in accordance to HRT's Environmental Policy, relevant EMS Standard Operating Procedures, and Emergency Management Plan
- All other duties as assigned

Examples of Duties (Duties listed are not intended to be all inclusive nor to limit duties that might reasonably be assigned)

Develops listing of prospective clients (employers, civic organizations, etc.) for initial TDM contact. Initiates contact with respective employer or organization through CEO, President or Human Resources Manager regarding employer-based TDM programs. Develops and implements appropriate action plan. Monitors and evaluates employer-based TDM programs. Submits monthly report of activities to Manager of TDM Program.

Required Knowledge, Abilities and Skills essential to Job Functions:

Considerable knowledge of sales, public relations principles and practices. Ability to grasp relevant transportation issues and planning. Ability to coordinate programs with local governments and businesses. Ability to make effective oral presentations. Have excellent writing skill. Computer literate with knowledge of Microsoft Word.

Position: Commuter Transportation Coordinator
Page: 2

Qualifications:

Training and/or Education:

B.A. or B.S. or minimum of 2 years of college or at least 5 years in a Sales and/or Marketing Role.

Required Experience:

Two years experience in sales and public relations.

Licenses or Certificates:

Virginia Driver's License

Special Requirements:

None

FLSA Status:

Exempt

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work requires some physical effort in making on-site presentations, setting up displays and operation of a keyboard device.

Unusual Demands:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work involves meeting multiple demands on a timely basis. Duties may require some seasonal overtime. Work involves some evening and weekend work for public speaking engagements and promotions.

This job description summarizes the essential duties required for this position but in no way is inclusive of all duties. Other related duties may be assigned as needed by department head or supervisor. All changes must be requested through the Organizational Development or Human Resource Department.

R.10/09
Department Review: 08/07