



Job Opportunity

Open to the Public until: Monday, September 29, 2025 @ 03:00 pm

Posting Date:	Thursday, September 25, 2025	Application Deadline:	Monday, September 29, 2025 @ 03:00 pm
Position:	Transportation & Safety Assistant	Department:	Transportation
Wages:	\$18.00 - \$33.40 / hr.	Grade:	3
Status:	Part time	Job Duties and Responsibilities	See Job description

Job Summary: This position provides clerical and administrative support to the Director of Transportation and Safety, Transportation Shop Foreman, Mechanics, and any other departments as needed. Act as a liaison between PSW departments, DMV, funding agencies, insurance carrier and external customers.

Reports to: Director of Transportation

Education Required: High school diploma or equivalent from an accredited national or regional agency; additional education/ certification in related field preferred. Associate's degree or certificate from a business college or accredited agency is desirable but not mandatory. Equivalent years of relevant experience may be substituted.

Experience Required:

- Demonstrate proficiency in standard office practices, supported by four (4) years of experience in administrative tasks such as typing, filling, and maintaining records, along with hands-on involvement in transit and safety-related operations.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other related software.
- Strong organizational and multitasking abilities. Excellent written and verbal communication skills, grammar, spelling, and punctuation. Time management skills and attention to detail & Professional demeanor and customer service orientation

Special Skills & Knowledge:

- CPR/First Aid certification-obtain/maintain certification within 90 days of employment.
- Leadership & Communication – demonstrates sound judgment, initiative, organizational ability, and effective skills in directing the work of others.
- Driving Requirements – Must be 21 years of age and possess a valid Class “C” driver’s license and maintain DMV record acceptable to PSW insurance requirements. Personal vehicle usage requires current vehicle insurance in compliance with California law.
- Background Clearance - Must successfully pass fingerprint/live scan/background clearance for the Department of Social Services (DSS).

Send completed/signed *internal* applications with any/all related documentation to the HR department. If required documentation is not attached, applicant will not be considered for the position.

All PSW internal applicants must have an “usually meets” rating on current and/or immediately preceding year’s annual evaluation to be eligible to apply.

Send resume to careers@pswcares.org

For further information, please contact: (559) 784-1399 Olivia “Bo” – ext. 1007, Cheryl – ext. 1015



Job Title: Transportation and Safety Assistant

Position Status: Part-Time

FSLA Classification: Non-Exempt

Salary Grade & Range: (3), \$37,000 to \$69,000.00 annually

Reports to: Director of Transportation & Safety

Job Summary:

This position provides clerical and administrative support to the Director of Transportation and Safety, Transportation Shop Foreman, Mechanics, and any other departments as needed. Act as a liaison between PSW departments, DMV, funding agencies, insurance carrier and external customers.

Work Duties:

- Maintain confidentiality.
- Maintain a professional and welcoming attitude to all guests.
- Compile information for various reports, generating reports, and tracking information, including but not limited to – bi-annual Cal Trans reports, CVRC billing, DMV pull notices, and fueling company tracking.
- Answer phones, transfer calls, and take messages promptly and distribute.
- Act as a central point for obtaining information regarding individual information, program information, billing and general knowledge of transit and safety information and activities.
- Be knowledgeable of state and federal laws governing DMV regulations, grant compliance, CVRC transit contracts.
- Assist the Director of Transportation and Safety in the preparation of grant requests.
- Communicate with funding agencies.
- Communicate with software vendors on implementation and operation of Fleet Management Software and Routing and Scheduling Software.
- Provide administrative support for the Director of Transportation and Safety, Transportation Shop Foreman, Mechanics and others as needed.
- Direct visitors or applicants to the Human Resources department when necessary.
- Possess knowledge of PSW, Program Services and Business Service programs to accurately direct inquiries.
- Must be able to complete / perform all other duties as assigned.

Required Experience:

- Demonstrate proficiency in standard office practices, supported by four (4) years of experience in administrative tasks such as typing, filing, and maintaining records, along with hands-on involvement in transit and safety-related operations.

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other related software
- Excellent written and verbal communication skills, grammar, spelling, and punctuation
- Strong organizational and multitasking abilities
- Time management skills and attention to detail
- Professional demeanor and customer service orientation

Employment Requirements:

- Eligible to work in the USA for employer with acceptable documentation that establish both identity and employment authorization.
- Successfully complete pre-employment screenings, including drug and alcohol tests, physical examination, tuberculosis test (TB), and live scan background screening.
- Must be 21 years of age.
- Provide valid California driver's license, and maintain DMV record acceptable to PSW insurance requirements. Personal vehicle usage requires current vehicle insurance in compliance with California law. May be required to obtain commercial license with passenger endorsement, if applicable.
- Capable of independently lifting up to 50 pounds from floor level to waist height, observing appropriate safety practices when lifting, stooping, bending, twisting, squatting, and kneeling as required in the performance of all other job functions. Knowledge of proper two person lifting techniques and safety techniques when assisting individuals with mobility and/or physical limitations, or behaviors.
- Demonstrate professionalism and work collaboratively with colleagues, supported individuals, agencies, and customers, while upholding their rights to privacy, dignity, and confidentiality.
- Demonstrate sound judgment, initiative and punctuality in the performance of all job duties. Be at work when scheduled, unless excused. Work schedules could include Saturdays, Sundays, holidays, or irregular shifts as required to complete job specifications.
- Communicate clearly and concisely, in English, both verbally and in written form. Provide instruction and training to employees and supported individuals using verbal communication, hands on demonstration and modeling.
- Ensure safety and comply with all PSW policies and procedures.
- Manage multiple tasks/responsibilities at one time.
- Demonstrate sound judgement and initiative in completing all assignments effectively.

Preferred but not required:

- Bilingual communication skills are a plus (if applicable to the role)

Education Requirements:

Required: High school diploma or equivalent (e.g., GED) from an accredited institution.

Preferred: Associate's degree or certificate from a business college or accredited agency is desirable but not mandatory. Equivalent years of relevant experience may be substituted.

At-Will Employment Statement:

Employment with PSW is "at-will." This means that either the employee or the company may terminate the employment relationship at any time, with or without cause or notice, subject to applicable law. Nothing in this job description or any

company policy shall be construed to alter the at-will nature of the employment unless explicitly stated in a written agreement signed by both the employee and an authorized company representative.

Duties Test: *(To ensure this position is classified as non-exempt, the following criteria must be met):*

- **Non-Exempt Status:** The Administrative Assistant does not spend more than 50% of their time performing exempt job duties, therefore they are entitled to overtime pay.
- **Hourly Wage:** The Administrative Assistant must be paid at least the California state minimum wage for regular hours and at least time and a half for overtime hours, i.e., more than 8 hours in a day or 40 hours in a workweek.

AN EQUAL OPPORTUNITY EMPLOYER – PSW's policy is to fill every position without regard to considerations made unlawful by federal, state, or local laws, such as race, color, religion, religious dress/grooming practices, creed, gender identity or expression, marital status, age, national origin/citizenship, ancestry, genetic information, pregnancy, disability, sex, sexual orientation, medical condition, reproductive health decision making, veteran status or any other characteristic made unlawful by federal, state, or local laws. PSW selects employees on the basis of ability, experience, training, and character.

194 W Poplar Ave., Porterville, CA 93257 (559) 784-1399 ✦ Visit our website at: www.pswcares.org