

**TOWN OF HUNTINGTON  
SELECTBOARD OFFICE**

P.O. Box 430

24 Russell Road

Huntington, MA 01050

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Edward Renauld Roger Booth, Jr. William Hathaway III

Jennifer Peloquin, Town Administrator

# Job Posting

## FRTA Van Administrator

### DUTIES:

- Administer van services per the terms of the Demand-Response Contract with Franklin Regional Transit Authority
- Supervise FRTA van drivers
- Track and schedule required trainings for drivers
- Coordinate vehicle maintenance and repair schedule with drivers
- Maintain a list of riders and contact information
- Respond to rider inquiries and concerns
- Track expenses to remain within budget
- Submit monthly invoice and ridership report to FRTA by the 10<sup>th</sup> of each month
- Report incidents or accidents that result in injury or fatality to the FRTA immediately
- Report incidents or accidents without injuries or fatalities to the FRTA within 24 hours
- Perform CORI checks for new drivers prior to employment and for existing drivers on an annual basis in the month of June, prior to the new fiscal year
- Perform RMV driver record checks for new drivers prior to employment and for existing drivers on an annual basis in the month of June, prior to the new fiscal year
- Schedule appointments for DOT physicals at AEIOU Healthcare in Greenfield or Amherst
- Schedule pre-employment and random drug testing appointments at FRTA's request
- Report new drivers at least one week prior to their start of driving
- Report driver terminations within 24 hours
- Perform other related duties as required

### MINIMUM QUALIFICATIONS:

- High school graduate or equivalent GED
- Thorough knowledge of modern office equipment, computers and Microsoft Word, Excel, and Outlook software applications.
- Attention to detail
- Ability to establish effective working relationships with other employees and the public

### COMPENSATION:

- \$110 monthly salary
- Variable hours
- No benefits
- Position is dependent on funding from the Franklin Regional Transit Authority

### TO APPLY:

- Send a letter of interest, resume, and application to: [admin@huntingtonma.us](mailto:admin@huntingtonma.us) or Town of Huntington Selectboard, PO Box 430, Huntington, MA 01050

### DEADLINE TO APPLY:

- Position open until filled

Town of Huntington is an Equal Opportunity Employer

Posted 10/3/2023