

ASSISTANT STATION MANAGER – SAN FRANCISCO

This position provides day to day support for the Station Manager at the San Francisco facility.

Duties

- Support the Station Manager in the dispatching of vehicles and drivers
- Compile and reconcile month mileage and fuel logs
- Adjust work schedules as necessary to accommodate add on passengers
- Insure drivers meet defined standards of excellence
- Insures compliance with state and federal regulations
- Performs other related duties as assigned

Knowledge, Skills & Abilities

Problem analysis and problem resolution

Excellent interpersonal and communication skills

High performance teams and a strong team player

Experience with safe work environments

Maintaining compliance with state and federal regulations

Requirements

- CDL preferred
- Transportation experience
- On call responsibilities and some weekend work
- Computer proficiency