



Job Code: 1995
Grade: 12-A1111
HCWR: N

Job Title
Transportation Supervisor

Department
In-Patient Transportation

Job Summary

Responsible for seeing that the operation of the Department of Transportation runs smoothly in a designated area of the hospital. Resolves operational problems within his/her area. Must have knowledge of Department policies and procedures. Maintain liaison with several supervisory personnel in other areas regarding the transportation. Must have knowledge of various test areas.

Typical Duties

- Makes out daily work assignments.
- Schedules lunch and break periods.
- Makes rounds daily, at least twice.
- Prepares daily report.
- Submits absenteeism report monthly.
- Gives report of any nature of relieving Supervisor or Dispatcher in absence of Supervisor.
- Notifies timekeepers of any change made on employee timecards.
- Assists in the coordination of service rendered by other departments.
- Confers with Dispatchers and Transporters to correct failure or laps in work performance.
- Schedule employees for vacation and special time off.
- Submits daily and/or weekly administrative functions performed.
- Ensures that Unusual Occurrence reports and completed when indicated.
- Assists in orientation of new employees.
- Communicates with Patient Service and/or Nursing Coordinators regarding patient transportation functions.
- Performs all other duties required.

Minimum Qualifications

- High School Diploma or GED equivalent
- Two (2) years of in-patient transportation experience
- One (1) year of supervisory experience

Preferred Qualifications

- NA

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of Department policies and procedures
- Knowledge and proficiency with Microsoft Office
- Training skills in the area of patient transport
- Must be skillful in writing reports
- Must be computer literate
- Ability to type



Knowledge, Skills, Abilities and Other Characteristics

- Ability to supervise subordinates efficiently

Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.