

The mission of the Idyllwild Arts Foundation is changing lives through the transformative power of art.

The Idyllwild Arts Academy provides pre-professional training in the arts and a comprehensive college preparatory curriculum to a diverse student body of gifted young artists from all over the world.

The Idyllwild Arts Summer Program provides arts instruction and experiences of the highest caliber to a diverse student population of all ages and abilities.

Idyllwild is a small town located at over 5,000 feet on the western slopes of California's San Jacinto Mountains. Even though it seems far from the hustle and bustle of city life, the town and campus frequently hosts music festivals, prominent speakers and artists, and community events. Also, it is only two hours by car to Los Angeles and San Diego.

OPPORTUNITY: Assistant Transportation Manager (Temporary Position)
LOCATION: **Idyllwild, CA**
REPORTS TO: Transportation Manager
STATUS: Full Time – Non-Exempt
SUPERVISES: None

Position Summary:

Under the direction of the Transportation Manager, assists in planning, organizing, directing and coordinating the activities of Idyllwild Arts' Transportation Department. The Assistant Transportation Manager (Temporary) is a full-time, non-exempt position responsible for assisting the Transportation Manager with scheduling trips, managing vehicle maintenance, driving, and the general operations of Idyllwild Arts Transportation van and vehicle fleet.

Examples of Essential Duties:

- Assists the Transportation Manager with ensuring vehicles and drivers are available to meet Idyllwild Arts Academy and Summer Program transportation needs.
- Provides some driver training and monitors driver performance to ensure drivers operate vehicles in a safe, efficient manner.
- Makes driver hiring recommendations.
- Recommends discipline when required for violation of Idyllwild Arts driving policies, and helps to maintain appropriate, detailed records on all drivers (time-keeping, expenses, incidents, etc.).
- Responsible for Transportation Dept. vehicle maintenance and scheduling routine maintenance.
- Personally inspects vehicles on a regular (daily) basis to ensure safe equipment and operating condition.
- Will be required to drive various transportation vehicles (cars, small and large vans holding up to eight passengers), assist other drivers with planning trips and loading or unloading vehicles.
- Performs other duties as assigned by the Transportation Manager, Dean of Students, or Director of Business Operations.

Other Duties and Responsibilities:

- Responsibilities of the transportation unit, including procedures to plan and supervise the overall maintenance of a transportation vehicle fleet.
- Care and operation of gasoline powered engines and motor vehicle mechanical components; to evaluate and review maintenance recommendations, practices and procedures as required.
- Establish and maintain positive and effective working relationships with members of the Idyllwild Arts community, parents, public and service vendors.

Specific Skills and Abilities:

- Responsible driving. Obeying all traffic laws, and keeping the safety of your passengers, local residents, and fellow travelers in mind at all times.
- Performance capabilities and maintenance requirements of equipment and quality of fuels, lubricants and similar items.
- Evaluating repair estimates for vehicles.
- Principles of office practices and procedures including record keeping and budgetary controls. Some familiarity with Excel spreadsheets and Google Share documents a plus.
- Plan, organize and direct the operations of the transportation unit.

- Establish work priorities, evaluate trip requests and make appropriate driver assignments.
- Prepare comprehensive, accurate reports.
- Clear, kind, and professional communication by phone (includes texting), in person, and in writing.

Experience/Education:

Experience and/or education that demonstrates possession of the knowledge and abilities required to independently perform the duties of the position.

OTHER REQUIREMENTS

Ability and desire to work within the Idyllwild community, Riverside County, or commute a reasonable distance, that does not impede on-time arrival during winter months. Pass a criminal history background check as required by California Education Code Section 44237, and pass a TB test.

PHYSICAL DEMANDS/WORK ENVIRONMENTS

- Specific vision abilities include close, distant and color vision perception and the ability to adjust eye focus.
- Reaching with the hands and arms and use of hands to manipulate a computer keyboard and mouse;
- Must be able to converse in clear English both written and orally, over a telephone and in person.
- While performing the duties of this position an incumbent is required to regularly remain sedentary for long periods of time processing paper information and paper work both manually and on a computer.
- Specific vision abilities include close, distant and color vision perception and the ability to adjust eye focus.
- Occasionally, incumbent may be required to lift up to 30 pounds, traverse uneven terrain, climb stairs while moving about campus, bend and stoop, conduct tours, show visitors campus facilities.

Reasonable accommodation will be considered to enable individuals with disabilities to perform the essential functions of this job.

Interested candidates should send a CV/Resume (PDF or Word doc format, only) and a letter of interest addressing their skills, abilities and experiences relevant to this opening.

Deadline for submittal May 31, 2019
Email to: employment@idyllwildarts.org

Idyllwild Arts is an Equal Opportunity Employer