



Position Description

FIELD INSPECTOR

Department: Medical Brokerage

Exempt: No

Reports To: Compliance Manager

Date: February 2026

Position Summary:

This position is primarily responsible for ensuring adherence to contract performance standards by privately-owned contracted Transportation Providers. Specifically, ensuring vehicles are properly maintained and in acceptable cosmetic condition and reporting any changes to schedules/routes by the Transportation Provider. This position requires travel to cities that fall within GATRA territory (including Boston & Cape Cod).

Primary Responsibilities:

- Perform regular off-site vehicle inspections to ensure vehicles meet or exceed contractual requirements and work with Compliance Manager to meet monthly/annual inspection requirements
- Prepare related documentation of overall vehicle condition and schedule/route changes
- Provide Transportation Providers with inspection results and gather further related information if necessary
- Schedule and perform follow-up inspections upon failure or upon complaints received by Customer Service Representatives or other Brokerage staff and HST
- Schedule and perform "fleet" inspections at Transportation Providers' sites, where vehicles are garaged

Other Responsibilities:

- Perform route inspections for DDS/DayHab, EIP, and ABA programs and report results to Compliance Manager to ensure routes are being carried out by Transportation Providers as scheduled/agreed upon
- Become certified in proper Wheelchair securement procedures for the purpose of providing training to Transportation Provider drivers and/or staff training coordinators
- Become a certified technician for hands on car seat training for training Transportation Provider drivers and/or monitors.
- Other duties as assigned by the Compliance Auditor/Training Coordinator



Position Requirements:

- Applicant must possess a valid State Driver's license
- Have the ability to travel with limited advanced notice
- Experience completing inspections or utilizing check lists to complete tasks (vehicle or machinery related preferred)
- Be skilled in the use of the Microsoft suite of products, including Excel, Word, PowerPoint, & Outlook
- Be skilled in the use of tablets or mobile devices and possess strong attention to detail
- Minimum education requirement of High School diploma or equivalent
- 2+ years of experience with vehicle and/or machine use and/or inspection preferred.

Physical Demands/Conditions:

- This position includes a requirement of traveling various distances in order to perform necessary position requirements
- The ability to squat and bend down and the ability to stand for up to 2 hours at a time

Equipment Used:

- GATRA owned vehicles
- GATRA owned tablets and computers

Supervisory Scope:

- None

Pay Rate: \$21.50 per hour/ 35 hours per week

To apply, please send resumes to: Kelly Sardinha, Compliance Manager, at ksardinha@gatra.org