



Position Description

FIELD INSPECTOR/CERTIFIED TRAINER

Department: Medical Transportation Brokerage

Exempt: No

Reports To: Compliance Manager

Date: April 2026

Position Summary:

The Field Inspector / Certified Trainer is responsible for ensuring contracted, privately owned Transportation Providers comply with all contractual performance and safety standards. This role focuses on vehicle condition, route and schedule adherence, and providing mandatory hands-on safety training. The position requires certification in Wheelchair Securement and Child Safety Seat Securement and includes frequent travel throughout GATRA service territory, including Cape Cod.

Primary Responsibilities:

- Provide hands-on **Wheelchair Securement Training** to Transportation Provider drivers.
- Provide hands-on **Child Safety Seat Training** to Transportation Provider drivers.
- Conduct regular **off-site vehicle inspections** to verify compliance with contractual requirements.
- Collaborate with the Compliance Manager to meet **monthly and annual inspection goals**.
- Prepare and maintain detailed documentation regarding:
 - Overall vehicle condition
 - Schedule or route changes reported by Transportation Providers
- Communicate inspection results to Transportation Providers and collect additional information when required.
- Schedule and perform **follow-up inspections** in cases of:
 - Failed inspections
 - Complaints received from Customer Service Representatives, Brokerage staff, or HST
- Schedule and perform **fleet inspections** at Transportation Provider facilities where vehicles are garaged.
- In-office duties to support operational workflows including but not limited to:
 - Monitoring/responding to incoming emails
 - Requesting/tracking additional documentation from Transportation Providers

Other Responsibilities:

- Conduct **route inspections** for DDS/DayHab, EIP, and ABA programs to ensure services are delivered as scheduled and agreed upon.
- Report route inspection findings to the Compliance Manager
- Perform other duties as assigned by the Compliance Manager



Position Requirements:

- Valid State Driver's License required.
- Ability to travel on short notice throughout GATRA service territory.
- Experience completing inspections or utilizing checklists (vehicle or machinery inspection experience preferred)
- Proficiency with Microsoft Office applications (Excel, Word, PowerPoint, Outlook)
- Comfortable using tablets and mobile devices
- Strong attention to detail and organizational skills

Education and Experience:

- High school diploma or G.E.D. required
- Minimum of 2 years of experience with vehicle and/or machine use, inspection, or related work preferred.

Physical Demands/Conditions:

- Frequent travel to various locations.
- Ability to squat, bend, and perform physical inspections.
- Ability to stand for up to **two (2) hours at a time**.

Equipment Used:

- Company-owned vehicles
- Company-owned tablets/computers

Supervisory Scope:

- None

Pay Rate: \$22.50 per hour (35 hours per week)

To apply, please send resumes to: Brian Damaso, bdamaso@gatra.org