

City of Grants

Position Description

Position Title: Driver
Department: Senior Center
Supervisor: Senior Center Director **Supervises:** N/A
Job Grade: I

Position Summary: Under the general supervision of the Senior Center Coordinator or their designee, the employee provides transportation for Seniors Citizens to and from the Center, shopping, and doctor appointments within Cibola County. Other duties include delivering home meals to seniors and other duties assigned by the Coordinator.

Scheduled hours are primarily 8:00 am to approximately 4:30 pm, Monday through Friday. May be required for special events or tours.

Supervision Received: Works under the general Supervision of the Senior Center Director.

Essential Job Functions, Duties, and Responsibilities: The Senior Center Driver may be called upon to perform any or all of the following essential job functions, duties and responsibilities. As a driver at the Senior Center, the safety of those being transported is the number one priority. This position requires ability of perform a full range of duties as assigned, working independently and exercising good judgement. Independent judgement is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt experience in working with the public and/or senior population, and should be friendly, caring, positive, patient, clam, punctual, and reliable.

The following describes the general nature and level of work to be performed and is not to be construed as exhaustive list of all job duties performed in this position.

- Provide a variety of service and support of The City of Grants Senior Center operations including: pick-up of bulk and home delivered meals from center
- Transport of seniors to and from center or home for lunch, shopping and doctor's appointments
- Assist seniors on and off bus when necessary
- Conduct daily vehicle safety inspections
- Maintain daily logs
- Keep vehicles cleaned and gassed
- Report all maintenance and safety concerns
- Drive vehicles to Fleet Maintenance for regular service
- Performs a variety of miscellaneous duties such as answering the phone, running errands, assists with the daily upkeep/cleaning at the Senior Center.

Required Knowledge, Skills, Abilities and Minimum Qualifications: The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions, duties and responsibilities of the position.

- High School Diploma, GED or Equivalent required
- Possess excellent customer service and communication skills
- New Mexico Driver's License
- Good Driving Record
- Demonstrate exceptional attention to detail
- Demonstrate ability to provide the necessary support in record keeping and report preparation
- Competence in computer skills with programs such as Microsoft Word, Excel, is desired
- Must be able to take direction as well have the ability to take initiative

- Establish and maintain cooperative working relationships with those contacted in the course of the work
- Requires a flexible work schedule that may require occasional evening and weekend hours
- Understand and follow oral and written instructions
- Ability to evaluate emergency situations and act decisively and effectively to resolve them
- Communicate clearly, concisely, both orally and in writing
- Knowledge of modern office procedures, methods and equipment
- Must be able to lift a minimum of 30 lbs.
- Possession of or ability to obtain CPR and First Aid Certification (training provided)

The above list of job requirements, duties responsibilities, physical abilities and other abilities are meant to be representative only and not all encompassing. The City of Grants reserves the right to add to, delete from, change and/or amend the requirements, duties and responsibilities, physical abilities, and other abilities herein above set forth at any time and without prior notice.

Physical Abilities and Work Environment

While performing the duties of this job, with or without reasonable accommodations, the employee is frequently required to talk or hear. The employee must have normal sight and vision and be able to identify and distinguish colors. The employee is frequently required to read paper documents and view information on a computer screen. The Employee frequently is required to stand and walk. The employee is frequently required to use hands to finger, handle or feel. The employee is frequently required to reach with hands and arms above the employee’s head or at ninety degrees to the employee’s shoulders. The employee is frequently required to climb and descend stairs and ladders. The employee is frequently required to squat, bend, stoop, kneel, crouch or crawl. The employee must occasionally exert up to 30 pounds of force and be able to lift/or move items of up to (50) pounds.

General Conditions

1. Residency: Employee must reside within reasonable commuting distance of the worksite.
2. Code of Conduct: Employee is accountable for being informed of and complying with the City’s code of conduct.
3. Attitude: The employee is expected to exhibit a positive, constructive and cooperative attitude in the workplace an in relations with the public.
4. Initiative: High levels of personal initiative, mature self-direction and responsibility are expected of the employee in this position.
5. Travel: Performance of this job is subject to extensive vehicular travel within the City and occasional travel in-state including transportation by commercial carriers.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT. Nothing in this job description restricts ability to assign, reassign, or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes the City’s current assignment of essential functions. Those functions may change at any time as the needs of the City change or for other reasons deemed appropriate by the City.

City Manager’s Signature: *The following signature indicates that the City Manager has approved this position description as of the date of signature:*

Signed: _____ **Date:** _____

Employee’s Signature: *The following signature indicates that the employee has read and understood the terms of this position description as of the date of the signature:*

Signed: _____ **Date:** _____