



City of Grants

POSITION DESCRIPTION

POSITION TITLE: Driver

DEPARTMENT: Senior Center

REPORTS TO: Senior Center Director

SUPERVISES: N/A

POSITION SUMMARY: Under general supervision of the Senior Center Coordinator or their designee, the employee will deliver meals to seniors on a designated route, provide transportation for Senior Citizens to and from the Center, shopping, and doctor appointments within Cibola County. Employee may also perform other duties as assigned by the Director.

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.

PRINCIPLE DUTIES, RESPONSIBILITIES, & REQUIREMENTS:

The Senior Center Driver must be able to perform, but not limited to, the following essential job duties, with or without reasonable accommodation:

- Drives a passenger van, or equivalent, over designated routes and established time schedules, picking up and discharging senior citizens.
- May be directed to drive for special events with the Senior Center.
- Provides a variety of service and support to the City of Grants Senior Center operations including: pick-up of bulk and home delivered meals to/from the Center.
- Transport of seniors to and from Center and/or home for lunch, shopping, and doctor's appointments.
- Assists seniors on and off bus when necessary and may escort senior citizens across streets and roadways when needed.
- Ensures passenger safety and observes guidelines for proper van/bus capacity.
- Inspects van prior to operation for safety compliance.
- Responsible for the routine upkeep of the vehicle. This includes: cleans windshields and headlights; cleans interior and exterior of vans as directed, including, but not limited to, picking up debris, cleaning the floor, and wiping and cleaning upholstery.
- Responsible for keeping the van clean, and in some cases, clean-up if a passenger becomes sick or incontinent, using the with proper sanitization.
- Services van with fuel, and drives vehicle to fleet maintenance for regular service; as well as reports all maintenance and safety concerns as they become apparent.
- Provides physical assistance to frail passengers using wheel chairs and walkers.
- Completes accurate trip records as required by State laws and policies. Files accident or incident reports, as necessary.
- May be required to perform first aid or emergency assistance.
- May transport mail and other documents to and from City offices.
- Performs a variety of miscellaneous duties such as answering the phone, running errands, & assists with the daily upkeep/cleaning at the Senior Center.
- Provides information and assistance to the public; responds to inquiries, requests, and complaints on the telephone and in-person; explains Department policies and procedures, and refers individuals to other resources as deemed appropriate.
- Promotes positive relations with City staff and with the general public.
- Performs other duties as assigned that support the overall objective of the position and the Senior Center.

MINIMUM QUALIFICATIONS & OFFICIAL REQUIREMENTS:

- High School diploma, GED or equivalent required.
- Must have oral and written communication skills in the English Language.
- CPR First Aid certificate preferred.
- Must possess or be able to acquire a standard New Mexico driver's license, have and maintain a good driving record.
- Must pass a pre-employment drug test and background check.

KNOWLEDGE, SKILLS, & ABILITIES:

Knowledge of:

- Requires a working knowledge and understanding of safe driving practices.
- Basic operating and mechanical characteristics of a passenger van.
- Basic routine maintenance and use of vehicle equipment.
- Basic understanding of State laws, rules and regulations pertaining to passenger van operations and transportation of personnel.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, and City staff.
- How to properly apply first aid practices.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation; including modern office procedures and methods of usage.
- Modern equipment and communication tools used for business functions and programs, projects, and task coordination.

Ability to:

- Prepare logs and reports following established formats; and maintain records as required.
- Perform all of the duties of the position with minimal supervision.
- Drive a commercial van safely and efficiently while keeping to well-established schedule.
- Read, understand, and apply instructions, manuals, laws, regulations, and general literature for safe passenger van operation and inspection.
- Communicate instructions, manuals, laws, regulations, and general safety literature effectively to others.
- Recognize malfunctions in equipment and take appropriate action.
- Maintain the assigned vehicle in clean and safe operating condition.
- Administer, or be able to learn, and become certified, and apply first aid.
- Perform routine, repetitive tasks, on a continuous basis and to sit for prolonged periods of time.
- Evaluate emergency situations and act decisively and effectively to resolve them.
- Demonstrate awareness of occupational hazards and utilize standard safety practices.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Effectively communicate, able to listen for understanding and share information clearly and persuasively.
- Work cooperatively with diverse groups, including City employees, other agencies, and members of the public.

GENERAL CONDITIONS:

Residency: Employee must reside within reasonable commuting distance of the worksite.

Code of Conduct: Employee is accountable for being informed of and complying with the City's Code of Conduct.

Attitude: Employee is expected to exhibit a positive, constructive and cooperative attitude in the workplace and with the general public.

Initiative: Employee must exhibit high levels of personal initiative, mature self-direction and responsibility, and leadership are expected of the employee in this position.

Travel: Job performance is subject to moderate to extensive in-City and in-County vehicular travel and occasional external travel.

Limitations: Employee is responsible for informing the employer of any physical, mental or other factors which may substantially affect or limit ability to meet the demands of the position.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

PHYSICAL DEMANDS: The physical demands described here are a representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential duties incumbent must be able to function in a vehicle and outdoors engaged in work of a moderately active nature. Requires arm-hand and leg-foot dexterity to drive a passenger van. Requires visual acuity including depth perception to observe moving objects. Requires the ability to sit for extended periods of time as well as stooping, squatting, lifting, carrying, pushing and climbing. Requires hearing sufficient to be aware of traffic and road distractions/conditions and listen to customers. Requires the ability to lift passenger ambulatory aids such as wheel chairs onto platforms. Requires the ability to lift fifty (50) pounds. Must be able to travel, enter, and exit a vehicle without assistance and withstand exposure to adverse weather conditions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent must maintain a well-groomed/neat appearance due to high public visibility.

Work is performed primarily in a motor vehicle with travel on main highway, side streets and rural roads during business travel, including occasional evenings and weekends. Some exposure to adverse weather conditions. Employee must possess ability to: adapt to inclement weather conditions and/or situations, and maintain ability to drive in various weather conditions.

The employee will work in an both a typical office environment with moderate noise levels, controlled temperature conditions, and in the field and other outdoor environments. Field work includes exposure to all weather conditions and inclement or sometimes extreme weather conditions, traffic, and loud noise levels. Exposure to dust, dirt, heat, cold, humidity, rain, fumes, odors, vibrations, and loud noise, constant noise; possible work on slippery or uneven surfaces due to weather; work near vehicle traffic; requires some lifting, carrying and/or moving upwards of 50 lbs. and occasionally may be exposed to road hazards and vibrations. Employee may have occasional exposure to bodily fluids, blood, or tissue in the event of an emergency or hygiene accident.

The noise level in the work environment is usually moderate, but can reach high levels or be at high levels of frequency during various traffic situations.

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.*

City Manager

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 signature:*

Employee

Date