

CITY OF TALLADEGA

JOB DESCRIPTION

Job Title:	Driver - Transportation		
Department:	Parks and Recreation		
FLSA:	Non – Exempt	Grade: 4	
		Safety Sensitive Job:	Yes
		Security Sensitive Job:	No
Job Description Prepared:	June 2017		

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to:	Director, Parks and Recreation
Subordinate Staff:	None
Other Internal Contacts:	City Hall; Revenue;
External Contacts:	General Public; Doctor's Offices; Health Centers; and Contractors

Job Summary

Under the supervision of the Director, Parks and Recreation, the employee transports clients, makes deliveries, and maintains and cleans the van used by the Recreational Center. The employee assists with food preparation, loading and unloading, and delivery of the food to homebound customers and senior citizens. The employee prioritizes excellent customer service through meal service and delivery. The employee also performs support duties for the Recreational Center and its operations. This job classification is identified as safety-sensitive and is subject to pre-employment background check and random drug screens.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Transportation. The employee transports clients to and from the Senior Center and throughout the City to other appointments.

1. Picks up clients and brings them to the Senior Center and returns them home in the afternoon.
2. Assists passengers with loading and unloading the van.
3. Utilizes assistive devices when loading and unloading passengers.
4. Stores any equipment (e.g., canes, wheelchairs, etc.) in its appropriate place and ensures the equipment is stored properly.
5. Arranges and announces trips with Senior Center clients.
6. Drives assigned routes throughout the City.
7. Transports clients on mini trips to include doctor's offices and centers.
8. Follows all traffic and driving laws.

ESSENTIAL FUNCTION: Delivery of Meals. The employee provides meal delivery services to ensure that appropriate customers are delivered meals in a timely and orderly fashion.

1. Assists with helping to prepare, serve, and deliver meals to clients.
2. Packages and delivers homebound meals.
3. Ensures that the foods are packaged and stored in a fashion to maintain optimal temperatures during delivery.
4. Checks the address and recipient's name to ensure that meal is delivered to the right person and place.
5. Delivers meals on assigned routes within the City.
6. Ensures proper number of clients are delivered meals; ensures clients on the wait list are notified of an available meal.
7. Ensures enough food is provided to homebound clients to last through the weekend.

ESSENTIAL FUNCTION: Client Support and Interactions. The employee ensures the customers are greeted and provided assistance in a friendly and professional manner.

1. Greets clients in a professional and friendly manner.
2. Answers questions and addresses inquiries.
3. Provides instructions and /or directions to clients.
4. Provides general assistance to clients.

ESSENTIAL FUNCTION: Recreation Center Support and Operations. The employee performs administrative duties as needed.

1. Orders janitorial, nutritional, and office supplies for the Center.
2. Assists with reports on the amount of food provided for the people in the center and delivered to the homebound;
3. Assists with reports to send to East Alabama Area Agency on Aging.
4. Assists with serving and planning for special events.
5. Collects and secures monies and donations.
6. Performs other job related duties as assigned.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of City rules, regulations, policies and procedures.
2. *Knowledge of the locations of City properties and important locations.
3. *Knowledge of regional road systems and geographical area.
4. Knowledge of rules and regulations relating to the operation of a motor vehicle in the State of Alabama.
5. Knowledge of traffic laws and regulations.
6. Knowledge of basic vehicle maintenance.
7. Knowledge of safe driving practices and defensive driving techniques.
8. Knowledge of safety rules including accident causation and prevention.
9. Reading skills to understand, and interpret daily schedule, traffic signs, and other forms.
10. Communication skills to effectively communicate internally and externally, both orally and in writing.
11. Verbal skills to effectively communicate with supervisor, co-workers, and the general public.
12. Writing skills to clearly and neatly complete routine forms records, and notes using correct English, grammar, punctuation, and spelling.
13. Driving skills to safely operate a passenger van.
14. Math skills to accurately account for fares and fees collected.
15. Ability to read and understand a road map.
16. Ability to consistently represent the City in a positive, professional manner.
17. Ability to work according to priorities; follow established transportation and delivery routes safely and in a timely manner.
18. Ability to efficiently organize and manage daily operations.
19. Ability to effectively collaborate work with others.
20. Ability to deal with all contacts in a courteous and patient manner.
21. Ability to be cautious and alert when driving and assisting riders.
22. Ability to be flexible and adapt to changes in schedule.
23. Ability to work independently with little or no supervision.
24. Ability to handle and account for monies.

25. Ability to handle stressful situations and use good judgment.
26. Ability to assist passengers on/off van.
27. Ability to maneuver and secure wheel chair bound patrons on/off van.
28. Ability to operate assistive devices and assist clients being transported.
29. Ability to use two-way radio.
30. Ability to lift weight exceeding 25 lbs.
31. Ability to train other drivers.
32. Ability to drive.

Minimum Qualifications

1. Possess a high school diploma or GED.
2. One (1) year previous work experience with the general public, elderly, and disabled populations.
3. Possess a current and valid driver's license and be insurable.
4. Ability to travel throughout the city.
5. Ability to work nonstandard work hours to include weekends.
6. Ability to pass a pre-employment background check and random drug screens.

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

Work Environment

The work involves moderate risks or discomforts which require special safety precautions, e.g., working around moving parts, carts, or machines; with contagious diseases or irritant chemicals, etc. Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves or shields.

Acknowledgment

I acknowledge that I have received a copy of my job description.

I am aware that any questions about my job performance expectations should be referred to my supervisor or department director.

Printed name

Signature

Date