

South Jordan City

Job Description

Title:	Driver	Effective Date:	1/1/17
Org:	100250	FLSA:	Non-Exempt
Pay Grade:	9	Workers Comp:	Municipal

GENERAL PURPOSE

Transport senior residents to and from the Community Center. Perform visual maintenance duties. Assist center staff as needed.

SUPERVISOR

Associate Director

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's manager.

Job attendance is required, except for authorized leave.

Drive and operate 16 to 18 passenger vehicle for the purpose of transporting senior citizens throughout the City and for Senior activities. Load and unload senior citizen passengers and assist passengers with special needs.

Drive and operate 4 passenger city vehicle to transport senior citizens to various activities and events.

Ensure safety of staff and citizens.

Maintain records of vehicle maintenance, operation, and senior citizens transported. Fuel and maintain operability and cleanliness of the vehicles.

Perform inspections of the assigned vehicles and report problems, maintenance requirements, and any concerns about passengers or vehicle to supervisor and follow-up to make sure work is performed.

Perform visual maintenance duties as assigned.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from High School or G.E.D.;

AND

B. Six (6) months closely related work experience;

2. Special Qualifications:

Valid Utah Class C Commercial Driver’s License (CDL) with passenger endorsement
Valid First Aid and CPR Certification within 6 months of hire

3. Knowledge, Skills, and Abilities:

Knowledge of vehicle maintenance and operation; records maintenance skills; basic knowledge of City street locations; safety standards and other risk management principles.

Evaluate road conditions and perform safe driving skills and decision-making abilities according to conditions.

Ability to demonstrate patience; excellent customer service skills, and professional appearance and demeanor. Ability to evaluate road conditions and make decisions accordingly.

Skills to anticipate potential problems of transporting elderly or physically challenged customers.

4. Working Conditions:

Incumbent of the position generally performs in an outdoor environment. Non-traditional working hours are required. Tasks require variety of physical activities, such as walking, standing, stooping, sitting, reaching, lifting, etc. Talking, hearing and seeing essential to the performance of the job. Common eye, hand, finger dexterity exist. Mental application, makes use of memory for details, verbal instructions, emotional stability, critical thinking and creative problem-solving. Frequent local travel required in normal course of job performance. Periodic exposure to weather extremes.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Municipal Non-Exempt	EEO-4 Class:	Serv/Maint
Location:	Senior Programs	EEOP Class:	Serv/Maint
Group/BU:	General Pay Plan	Tech-Net Match:	2405