

Alleghany County, Virginia



JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

PART-TIME VAN DRIVER

Department: Parks & Recreation

FLSA Status: Non-Exempt

JOB SUMMARY

The Part-Time Van Driver is responsible for safe, prompt and courteous service to all clients transported in County vehicles.

ESSENTIAL JOB FUNCTIONS

- Operates County vehicles and provides the safest transportation possible.
- Assists elderly and disabled individuals on and off vehicles, and when requested, escorts them to and from door of residence along with any parcels they may have to carry.
- Assists seniors across streets, and after dark, waits until they turn on house lights before leaving.
- Picks up and delivers lunch containers.
- Washes and cleans vehicles on a monthly basis and is required to check daily for any trash that may have been in vehicle, verifying that assigned vehicle is always properly maintained.
- Fills out daily transportation sheets/logs, time sheets and any other required information.
- Makes sure there is no smoking, eating or drinking on vehicles and that seat belts are fastened before van is in motion.
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

High School Diploma or an acceptable equivalency diploma (GED).

Special Qualifications:

Possession of valid Commonwealth of Virginia Driver's License, with a good driving record.

Knowledge, Skills and Abilities:

- Knowledge of area served by the Senior Citizens program and ability to maintain effective working relationships with clients, fellow employees and supervisors is required.
- Knowledge of safe driving practices and County geography.
- Knowledge of first aid practices.
- Skill in effective inter-personal and public relations and customer service. excellent oral and written communication skills to satisfactorily resolve conflicts and issues, and to explain established policies and procedures to the general public.
- Skill in creating, maintaining, and organizing accurate, detailed, and complete records.
- Ability to read and comprehend routine instructions, short correspondence, and memos.
- Ability to apply common sense to understand, follow, and complete verbal and written instructions.
- Ability to communicate and interact clearly and effectively with all those contacted in the course of work in a professional and courteous manner, both orally and in writing; establishing and maintaining effective, professional, and cordial working relationships.
- Ability to demonstrate compassion and respect in client interactions, with disabled individuals and others needing special assistance.
- Ability to deal effectively with individuals from diverse backgrounds.
- Ability to drive and operate assigned vehicles and equipment in a safe and responsible manner.

PHYSICAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required: balancing, climbing, crawling, crouching, feeling, grasping, handling, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing stooping, talking, visual acuity and walking.

WORK ENVIRONMENT

Work is performed indoors and outdoors, with exposure to extreme cold, extreme heat, inclement weather, noise, odor, dirt and dust.