



JOB POSTING – May 14, 2018 - **Driver** - *Council on Aging*

Position Summary: Operates a station wagon, picking up elderly and handicapped residents of the City, transporting them to local area destinations, and returning them home safely

Essential Functions:

* Operates a motor vehicle and related equipment in a safe manner and assists passengers getting on or out of the vehicle, including transportation to and from the senior center and other destinations. * Maintains vehicle, ensuring that fuel supply is adequate, checks engine oil and transmission fluid routinely and makes sure that routine vehicle service schedules are conducted on schedule. * Maintains record of trips. *The essential functions or duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

Knowledge, skills, and ability required: Ability to drive and operate a vehicle safely. Knowledge and skill in the operation and maintenance of a vehicle. Knowledge of occupational hazards and of safety precautions to ensure safe operation of vehicle and to assure the safety of passengers and the public. Good knowledge of the geography of the City of Holyoke to allow the driving of a scheduled route efficiently and economically. Ability to interact in a positive and effective manner with employees and the public. Ability to communicate effectively. Ability to execute oral and written instructions correctly.

Knowledge, skills, and abilities preferred: Knowledge of the geography of surrounding communities.

Experience required: At least three years of driving experience.

Experience preferred: public carrier driving experience preferred

Education, certification, licensure, or other similar required: Graduation from high school or GED; Valid Class D license and successful completion of a Criminal Offender Record Information (CORI) check.

Education, certification, licensure, or other similar preferred: Bilingual English-Spanish preferred.

Supervision: Supervised by the Director; **Supervisory responsibilities:** None.

Job Environment: Work is mainly out-of-doors in all kinds of weather conditions. Employee is expected to perform work while walking on rough terrain, often climbing out of the vehicle to assist elderly and handicapped into and out of the vehicle; Operates a vehicle and mobile radio; Operates standard office equipment; Makes frequent contacts with the general public. Errors in judgment could result in delays or loss of services, injuries to other employees, damage to property and/or equipment and have legal or financial repercussions.

Physical Requirements: This position is regularly required to walk, stand, sit, talk, and hear, climb stairs, use hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms. Regularly required to ascend/descend stairs, and sit for extended periods in a moving vehicle. Bends and stretches to reach low and high. Required to lift bags/bundles weighing up to 30 pounds and to carry materials from place to place. *The physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Hours: Full Time, 40 hours per week (Monday – Friday, 8:00 a.m. to 4:00 p.m.)

Employment Status: Regular Employment; **Fair Labor Standards Act (FLSA) Status:** Non-exempt (hourly)

Pay Rate: \$11.67 - \$14.49 - \$17.31 per hour, paid biweekly; **Employee Benefits:** City of Holyoke (Full Time)

Please respond by email only to (Personnel@Holyoke.org) by Friday, May 25, 2018.

No phone call inquires or walk-in applications, please.

The City of Holyoke is an equal opportunity employer and does not discriminate because of age, ancestry, color, creed, disability, ethnicity, family status, gender, genetic information, marital status, military status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, veteran status, or any other legally protected category. Bilingual applicants are especially encouraged to apply.