

CITY OF BROCKTON

Position: VAN DRIVER/PER DIEM
Location: Council on Aging
Date opened: February 8, 2019
Date closed: March 8, 2019*
Position Type: Part-time/Non Benefitted
Monday – Friday, 10 – 15 hours per week.
Available between the hours of 8:30am – 4:00pm.
Flexible schedule
Salary: \$12.50 per hour

Duties include but are not limited to the following: To assist with the overall transportation coordination needs of the Council on Aging participants. Provides safe transportation, per-diem, for Brockton senior citizens and handicapped residents via a van. The driver maintains accurate passenger records and performs daily safety checks. Must maintain a clean driving record, organizational and interpersonal skills and concern for safety of passengers and equipment.

- Keeps the van clean and in gas at all times.
- Maintains record of vehicle mileage and service schedules.
- Notifies Director of any needed repairs to the van.
- Must be able to lift heavy packages, assist passengers on and off vehicle and push wheelchairs as needed.
- Collect donations (as applicable) and turn donations into supervisor.
- Lock and secure vehicle at the end of shift.
- Performs other activities and duties as assigned by the Director.

Supervision: Works under direct supervision of the Director of Council on Aging.

Minimum Qualifications: High school diploma or equivalent required.

Essential functions: Minimum physical effort required to perform most duties. Required to stand, sit, walk, speak, hear, and use hands to operate equipment. Vision requirements include the ability to read and analyze documents and use a computer.

Knowledge, Skills and Abilities:

- Ability to read and write English
- Patience with an interest in senior citizens
- Basic familiarity with personal computers and spreadsheet software.\
- Excellent employee and public relation skills
- Ability to handle multiple tasks.
- Good judgment
- Motor operating skills
- Ability to maintain effective staff and customer relations through courtesy, tact and sensitivity to the elderly and handicapped customers.

Work Environment: Work is performed 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 van to assist elderly and handicapped. Errors in judgment in the use of equipment in accordance with established procedures could lead to danger of public health and safety, could result in monetary loss, reduced levels of service, confusion and delay in the provision of services and could have legal and/or financial repercussions.

Additional requirements: CPR and First Aid certified, possession of a valid Massachusetts driver's license, possession of a clean driving record with no moving violations in the past five years, Candidates must pass a Massachusetts CORI check and participate in pre-employment drug screening. Mandatory FTA and MassDOT training will be scheduled along with drug and alcohol, wheelchair and other training as required.

Physical and mental requirements:

Physical demands may require occasional lifting of objects up to 50 pounds. Must be able to access pick up and drop off sites. Traffic congestion could be stressful and the employee must use caution while driving particularly during inclement weather. There is likely to be a great deal of walking, sitting, talking and hearing. Must be able to hear normal sounds and communicate orally. The use of equipment can often be conducted in hazardous conditions, and employee must be watchful at all times for potential safety hazards.

APPLICATION INSTRUCTIONS:

Persons interested in being considered for the position should complete an employment application, submit a cover letter, resume, copy of a valid MA driver's license and driving record from the Massachusetts Registry of Motor Vehicles to Sandra Knight, Director of Human Resources, City of Brockton, City Personnel Department, 45 School Street, Brockton, MA 02301 or submit via e-mail at personnel@cobma.us or facsimile to 508-580-7133.

*Applications will be continuously reviewed until the position is filled.

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