

CITY OF AVON LAKE, OHIO
JOB DESCRIPTION

Position:	Driver
Department:	Public Works
Location:	750 Avon Belden Avon Lake OH 44012
Classification:	Part-time, non-exempt
Job Category:	Hourly
Salary Range:	\$12 to \$ 15.00 per hour, DPQ
Hours/Shift:	8:00 a.m. to 5:00 p.m., Mondays through Fridays; dictated by riders
Reports to:	Assistant Public Works Director or their designee
Summary of Duties:	Under the direction of the Assistant PW Director or designee, the individual in this position will provide curb-to-curb transportation service to select areas for older adults and disabled Avon Lake residents who have no alternate means of transportation.
Essential Duties and Responsibilities	<ul style="list-style-type: none"> • Drives vehicles and transport clients within approved geographic areas and to predetermined sites. • Greets clients politely; engages in conversation. • Maintains transportation vehicles, including fueling, cleaning, washing; advises supervisor for necessary servicing and routine maintenance. Removes snow, ice, frost, etc. from vehicle windows. Replenishes supplies - first aid, hygiene, washer fluid, etc., as needed. • Performs all clerical duties of the position—records mileage, rider ambulation/age, pick-up and drop-off times, changes in schedule, odometer reading, and department reporting forms. • Accepts donations, count, record, arrange for deposit. • Performs other such duties as may be assigned by the Mayor and/or Department Director.
Peripheral Duties	<ul style="list-style-type: none"> • Refers transportation questions to the Assistant Public Works Director. • Observes clients; advises Director of suspected changes in physical or emotional behavior, general demeanor, or abilities. • Performs errands for department, as needed. • Loads and unloads client's shopping packages. • Assists in training new drivers. • Maintains current skills and knowledge in the proper and safe techniques of driving and transporting older and disabled clients. • Completes additional duties necessary to fulfill the scope of the position and as assigned by the Mayor or his designee.
Qualifications and	<ul style="list-style-type: none"> • High School Diploma or Equivalent • Any equivalent combination of education and experience that demonstrates the ability to do the job

Skills Requirements	<ul style="list-style-type: none"> • Basic First Aid • Drug screening and background check required • Must possess a valid Ohio driver license, (with acceptable driving record).
Tools and Equipment Used	<ul style="list-style-type: none"> • Transportation vehicles, cars or vans • Hand tools used in the maintenance and safety of transportation vehicle • Telephone, cell phone, base phone
Physical Demands	<ul style="list-style-type: none"> • While performing the duties of this job, the employee is required to walk, sit, talk, hear, use hands to finger, handle, feel or operate objects, tools, or controls, reach with hands and arms and bend over. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl. • The employee must frequently lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and the ability to adjust focus.
Work Environment	<p>While performing the duties of this job, the employee oftentimes works in outside weather conditions. The noise level in the work environment (field) is moderately loud.</p> <p>The work environment described herein is representative of those an employee will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p>