



CHARTER TOWNSHIP OF VAN BUREN JOB VACANCY

Position Title: Driver

Department: Senior Center

Classification: Regular, Part-Time

FLSA Status: Non-exempt

Union Affiliation: None

Opening Date: December 15, 2017

Closing Date: Open until Filled

Starting Hourly Wage: \$10.00

General Duty Statement:

Van Buren Charter Township is now accepting resumes for Senior Center Driver.

Position Summary

Under the general supervision of the Senior Center Director or their designee, the employee will be perform assigned duties relating to picking up bulk and home meals from the caterers and transporting seniors to and from home to the Center for weekday lunch, shopping, and doctor appointments.

Scheduled hours are primarily from 7:30 AM to approximately 4:30 PM, Monday through Friday. May be required for special events or tours.

Essential Job Functions, Duties and Responsibilities

The Senior Center Driver may be called upon to perform any or all of the following essential job functions, duties and responsibilities. As a driver Senior Center, the safety of those being transported is the number one priority. This position requires an ability to perform a full range of duties as assigned, working independently and exercising good judgment. Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions. Candidates should have experience in working with the public and/or senior population, and should be friendly, caring, positive, patient, calm, punctual, and reliable.

The following describe the general nature and level of work to be performed and is not to be construed as an exhaustive list of all job duties performed in this position.

- Provide a variety of service and support of Van Buren Township Senior Center operations including: pick-up of bulk and home delivered meals from caterer
- Transport of seniors to and from center or home for lunch, shopping and doctor's appointments
- Assist seniors on and off bus when necessary
- Conduct daily vehicle safety inspections
- Maintain daily logs
- Keep vehicles clean and gassed

- Report all maintenance and safety concerns
- Drive vehicles to Fleet Maintenance for regular service
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Required Knowledge, Skills, Abilities and Minimum Qualifications

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions, duties and responsibilities of the position.

- Possess excellent customer service and communication skills
- Michigan CDL Endorsement
- Good Driving Record
- Demonstrate exceptional attention to detail
- Demonstrate ability to provide the necessary support in record keeping and report preparation
- Competence in computer skills with programs such as Microsoft Word, Excel, and Outlook is desired
- Must be able to take direction as well have the ability to take initiative
- Establish and maintain cooperative working relationships with those contacted in the course of work
- Requires a flexible work schedule that may require occasional evening and weekend hours
- Understand and follow oral and written instructions
- Ability to evaluate emergency situations and act decisively and effectively to resolve them
- Communicate clearly, concisely, both orally and in writing
- Knowledgeable of modern office procedures, methods and equipment
- Must be able to lift a minimum of 25 lbs.
- Possession of or ability to obtain CRP & First Aid Certification (training provided)

The above list of job requirements, duties and responsibilities, physical abilities and other abilities are meant to be representative only and not all encompassing. The Township reserves the right to add to, delete from, change and/or amend the requirements, duties and responsibilities, physical abilities, and other abilities herein above set forth at any time and without prior notice.

Physical Abilities and Work Environment

While performing the duties of this job, with or without reasonable accommodations, the employee is frequently required to talk or hear. The employee must have normal sight and vision and be able to identify and distinguish colors. The employee is frequently required to read paper documents and view information on a computer screen. The employee frequently is required to stand and walk. The employee is frequently required to use hands to finger, handle or feel. The employee is frequently required to reach with hands and arms above the employee's head or at ninety degrees to the employee's shoulders. The employee is frequently required to climb and descend stairs and ladders. The employee is frequently required to squat, bend, stoop, kneel, crouch or crawl. The employee must occasionally exert up to 20 pounds of force and be able to lift and/or move items of up to fifty (50) pounds.

Please submit a letter of interest, resume and application to:

nsumpter@vanburen-mi.org

The Charter Township of Van Buren is an equal opportunity employer