

Position Purpose:

The primary function of this position is to transport elderly passengers to various destinations within the Town of Berlin and surrounding communities; performs all other related work as required.

Essential Functions:

(The essential functions or duties listed below 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.)

- Responsible for safely and punctually transporting elderly clients in a wheelchair van.
- Follow a routing schedule and navigate roadways safely and effectively.
- Interact with elderly residents with courtesy, sensitivity and respect.
- Make appropriate safety checks and inspections of the van and equipment; report and maintenance issues to the Director.
- Report any accidents or incidents to the Director.
- Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

High School diploma or equivalent; experience in driving a van; or any equivalent and relevant combination of education, experience and training. Must have CPR certification and a valid Massachusetts Driver's License.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of the principles and practices of maintaining a clean and safe automobile. Thorough knowledge of a broad range of public health rules, regulations and laws related to operating a vehicle. Working knowledge of the Town's geography and community facilities.

Ability: Ability to establish and maintain working relationships with the general public, and other staff. Ability to follow written and verbal instructions. Ability to communicate effectively. Ability to plan and prioritize work and perform multiple tasks within a timely manner.

Skill: Sufficient planning and organizational skills. Excellent verbal communication skills. Proficient interpersonal and problem-solving skills. Excellent customer service skills.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, communicate, or hear; occasionally required to walk, must be able to handle, or feel objects, tools, or controls; and

COA VAN DRIVER

BERLIN, MA

reach with hands and arms and bend to reach items. The employee must occasionally lift and/or push residents in wheel chairs or otherwise require assistance to get into the van. Vision and hearing at or correctable to normal ranges.

Supervision:

Supervision Scope: Performs semi-skilled manual labor tasks requiring the exercise of judgment to interpret guidelines and carry out assignments independently; work at this level requires a working knowledge of departmental operations, local and state laws and regulations.

Supervision Received: Works under the direction of the Director of the Council on Aging.

Supervision Given: Position does not provide supervision.

Job Environment:

- Work is mostly performed in a vehicle or outside and is subject to outdoor weather conditions. Risk of exposure to communicable disease and common road hazards. Occasionally may be required to work outside of normal business hours to assist with events.
- Operates an automobile.
- Employee has constant contact with the general public.
- Does not have access to confidential information.
- Errors could result in adverse public relations, health consequences, damage to property and equipment, reduction in the level of service and have legal and/or financial repercussions for the town.

(This job description does not constitute an employment agreement between the employers and is subject to change by the employer as the needs of the employer and requirements of the job change.)