

**PUBLIC WORKS DEPARTMENT
SENIOR CENTER DIVISION
JOB DESCRIPTION**

SENIOR CENTER DRIVER

EXEMPT: No

UNION: No

GENERAL STATEMENT OF JOB:

The driver for the Senior Center will be responsible for transporting senior citizens to and from the center for congregate meals every Monday, Tuesday, Thursday and Friday.

EXAMPLES OF WORK PERFORMED:

Section 1. Specific Activities

- 1.1 Report to meal site manager each morning for list of riders.
- 1.2 Assist seniors in and out of vehicles.
- 1.3 Keep fuel in Senior Center vehicle(s).
- 1.4 Clean Senior Center vehicle(s) weekly.
- 1.5 Record mileage and number of riders.
- 1.6 Report to supervisor any concerns or problems.
- 1.7 Be aware of and report any vehicular problems or needs concerning the vehicles to supervisor.
- 1.8 Keep a log of, and collect fee from passengers if a charge is implemented and turn over to supervisor.

Section 2. Peripheral Activities

- 2.1 Performs other duties as requested or as needed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Solve practical problems; follow and interpret instructions (written and verbal); add, subtract, multiply and divide whole numbers.

Skill in the operation of listed tools and equipment.

Employee will be familiar with details of job to do it reasonably well within 6 months.

TOOLS AND EQUIPMENT USED:

Senior Center vehicles, telephone and calculator.

CONFIDENTIAL DATA:

Confidential data would be information shared in confidence by a senior citizen.

ESSENTIAL PHYSICAL JOB REQUIREMENTS:

The physical demands 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, employee constantly sits; drives vehicle; grasps; holds; use repetitive movements; uses eye-hand coordination; hears; smells; tastes; talks; has contact with senior citizens and lifts up to 25 pounds.

Employee must be able to occasionally use telephone, stand, walk, stoop, kneel, crouch, crawl and climb.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, ability to adjust focus.

ACCEPTABLE EXPERIENCE AND QUALIFICATIONS:

The following elements serve to identify the required acceptable experience and qualifications:

1. Minimum education: High School Degree, or GED equivalent, and
2. Related work experience of 6 months, or
3. Any equivalent combination of education and experience.
4. Valid Wisconsin driver's license. Good driving record.

STATEMENT OF WORKING CONDITIONS:

The City of Platteville is a drug-free workplace.

The work environment characteristics described here are representative of those an employee encounters while performing 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, employee is exposed to day-to-day driving conditions.

POSITION ACCOUNTABILITY:

REPORTS TO: Works under Senior Center Manager.

SUPERVISION EXERCISED: None.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The 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 logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved by Common Council: 10/23/01

Revision History: 7/1/96; 12/31/10; 08/9/12; 10/23/12; 7/3/16