

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

SENIOR CENTER DRIVER/AIDE

EXEMPT: No

UNION: No

GENERAL STATEMENT OF JOB:

The Senior Center Driver/Aide will be responsible for safely and courteously transporting participants to and from the Senior Center and other approved locations; as well as aiding staff, participants, and volunteers as and where needed. Hours are primarily Monday through Thursday, 9:30 AM to 1:30 PM, with additional hours – including evenings and weekends – as needed.

EXAMPLES OF WORK PERFORMED:

Section 1. Specific Activities

- 1.1 Assist riders in and out of vehicle(s) as necessary.
- 1.2 Report any concerns or problems to supervisor.
- 1.3 Record mileage and number of riders.
- 1.4 Keep a log of, and collect fees from, passengers if a charge is implemented. Turn proceeds over to supervisor at end of each shift.
- 1.5 Keep fuel in Senior Center vehicle(s).
- 1.6 Keep Senior Center vehicle(s) clean.
- 1.7 Be aware of and report any vehicular problems or needs to supervisor.
- 1.8 Aid staff with programming as instructed.
- 1.9 Aid participants as requested.
- 1.10 Aid volunteers as instructed.

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.

Employees will be familiar with details of the job to do it well within 6 months.

TOOLS AND EQUIPMENT USED:

Senior Center vehicles, telephone, calculator, vehicle cleaning equipment, snow shovel.

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 accommodation 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; uses repetitive movements; uses eye-hand coordination; hears; smells; tastes; talks; has contact with senior citizens; lifts as much as 40 pounds.

Employees must be able to occasionally use the 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 and acceptable 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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, employees are exposed to day-to-day driving conditions.

POSITION ACCOUNTABILITY:

REPORTS TO: Senior Center Manager; Program Coordinator.

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.

CITY OF PLATTEVILLE VALUES

Having a Positive Impact on Our Community • Treating our Customers with Care • Working Cooperatively Together • Doing Quality Work • Demonstrating Integrity on the Job • Showing Flexibility and a “Can Do Spirit” • Acting as Good Stewards of the City’s Resources • Ensuring Our Safety and the Safety of Others

Approved by Common Council: 10/23/01

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