JOB DESCRIPTION

TRANSPORTATION DRIVER

Department:	**Athletics & Leisure Services**	**Classification/Grade:**	Part Time 19-20 hr//week
Division:	Senior Services	**FLSA Status:**	Non-Exempt
Reports to:	Senior Services Supervisor	**Safety Sensitive:**	Yes
		Bargaining Unit:	Non-represented
		Date Approved:	2002

Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, description/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.

DEFINITION

Under the direction of the Senior Services Supervisor and others in charge, is responsible for packaging the meals, set up of delivery truck and the delivery of homebound meals.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

(Essential functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. Provide homebound meal delivery to seniors 60 years of age and older who are disabled.
3. Report meal counts daily and keep homebound route information updated daily.
4. Collect homebound donations.
5. Maintain temperature of meals and safety inspections records.
6. Fuel and clean vehicle as needed.
7. Assist in the implementation of programs as necessary.
8. Assist in setup, and/or cleanup of Senior Center when needed
9. Be dependable and meet acceptable attendance requirements at all times.
10. Follow all applicable traffic and vehicular safety rules and regulations.
11. Positive attitude, polite and professional

OTHER JOB FUNCTIONS:

A. Maintain confidentiality of clients served.
B. Perform other related duties as assigned.

QUALIFICATIONS

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactory perform the essential functions of this position.

Knowledge of:

- Safe driving practices.
- Traffic and vehicular laws in the State of Nevada and Utah.
- City streets.
- Basic first aid and safety practices.
- Safety procedures as they relate to maintaining vehicles.

Ability to:

- Read maps and locate addresses.
- Handle emergency situations and reporting such to Senior Center.
- Establish and maintain effective working relationships with the public and employees.
- Follow written and oral instructions.

Experience, Education and Training:

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

Education:	High School diploma or G.E.D.
License or Certificate:	Must possess, at the time of employment and continuously throughout employment, a valid Class "C" driver's license and must show proof of and maintain a good driving record and personal auto liability insurance coverage.

WORKING CONDITIONS:

Work is performed under the following conditions:

Physical Requirements:

Work is generally performed outdoors subject to extreme weather conditions while delivering meals with some work indoors in a climate controlled environment. Physical exertion is present due to frequent bending, reaching, kneeling, walking, sitting, twisting or standing for prolonged periods of time; general manual dexterity required; audiovisual and linguistic acuity requirements. Must carry/lift/push or pull loads of up to 25 lbs.

Position is considered safety sensitive and is subject to drug testing

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Revised & approved: September 2002
April 2004 ~ September 2008 ~ March 2011
July 2011 (Department)
June 2013 (Safety Sensitive)
March 2015 (Hours & Reports to)