COUNTY COMMISSIONERS
LEVY COUNTY, FLORIDA

GOVERNMENT
SERVING
CITIZENS

John Meeks	Rock Meeks	Mike Joyner	Lilly Rooks	Danny Stevens
District 1	District 2	District 3	District 4	District 5

August 31, 2016

POSITION VACANCY: DRIVER I
LEVY COUNTY TRANSIT

SALARY:	8.97 per hour Pay grade 8 Step 1 Part-time position
JOB DESCRIPTION:	Attached
APPLICATION CLOSING DATE:	Until Filled

Any persons that feel they are qualified for this position may apply by completing a Levy County Commission job application and submitting it to Jacqueline Martin, Human Resource Manager at the County Commissioners Office.

ONLY APPLICANTS MEETING MINIMUM QUALIFICATIONS WILL BE SELECTED FOR INTERVIEWS.

By: Jacqueline Martin
Jacqueline Martin, Human Resource Manager

Dates Posted: August 31, 2016 - Until Filled

AN AFFIRMATIVE ACTION – DRUG FREE – EQUAL OPPORTUNITY EMPLOYER
WE HONOR VETERANS' PREFERENCE

P.O. Box 310 Bronson Florida 32621
Telephone (352) 486-5218 Fax (352) 486-5167
e-mail: levybocc@levycounty.org Website: Levycounty.org

LEVY COUNTY BOARD OF COUNTY COMMISSION

JOB DESCRIPTION

POSITION:	DRIVER I
POSITION #:	0262
AREA(S):	LEVY COUNTY TRANSIT

DISTINGUISHING CHARACTERISTICS OF WORK:

Operates type 1 and type 2 vans and high capacity passenger buses in the safe transport of passengers and commodities to assigned destinations in a timely manner, including the operation of mechanical devices used in assisting passengers. Maintains an accurate vehicle manifest of passenger trips and collects appropriate fares from riders. Communicate via two-way radio and cell phones as necessary. Assists on-loading and off-loading of passengers and observes personal safety procedures to prevent injury to passengers and self. Reports any irregularities immediately to the dispatcher and follows procedures established for safe operations. Completes pre and post operational vehicle inspections and service, ensure that the vehicle receives scheduled maintenance and is kept clean at all times. Will be required to attend all training required and follow policy, regulation and statues that govern public transportation.

The drivers of the system are collectively the most important link with the customers. It is essential that they are fully enabled to professionally deliver the highest level of quality service with a safety first attitude. The most successful candidate for this position is a sensitive individual who has the ability to treat others with respect and dignity, while in his/her care. He/she must have a safety first attitude and have a devotion to providing safe, reliable and professional service to each individual passenger aboard his/her vehicle.

EXAMPLES OF WORK PERFORMED:

- Operates vehicles in transporting riders, their personal property, and commodities to assigned destinations. Provides information and assistance to riders.
- Operates two-way radio and communication equipment.
- Operate in a safe manner the various types of mobility aides that are necessary for riders to utilize in order to complete their travel (stretcher, wheelchair, walker, cane etc.).
- Complete a comprehensive pre and post trip inspection daily on assigned vehicles.
- Have complete knowledge of all safety equipment and their proper use.
- Completes assigned manifest and reports including daily fare box reconciliation.
- Requires good working knowledge of patient handling and communicating with persons with disabilities.
- Comply with all federal, state and local regulations pertaining to safe operations of vehicles including required alcohol and drug testing.
- Must be able to meet a timed schedule by being prepared and on time.
- Must clean assigned vehicle daily to include the outside of the vehicle and keep isles free of debris.
- Comply with all local and agency policies.
- All other duties as assigned.
- Primarily works inside a passenger vehicle, with limited office and outside duties.

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- Must comply with all federal drug and alcohol testing requirements as pertaining to safety sensitive employees.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of service areas road system.
- Knowledge of safety regulations and highway laws relating to the operation of passenger vehicles and the ability to follow.
- Knowledge of the practices applied to the safe and skillful operation and care of vehicles.
- Ability to safely operate motor vehicles under all weather and other driving conditions.
- Ability to communicate effectively, both orally and in writing, and to understand and carry out simple oral or written directions.
- Ability to exercise initiative and independent judgment, and to work with only moderate supervision to accomplish assigned duties.
- Knowledge of routine function of vehicles.
- Ability to enforce safety rules, tactfully and firmly, with the public.
- Ability to establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to work nights, weekends and holidays
- Ability to travel overnight
- Ability to work when evacuations of the public are necessary.
- Regular attendance a must
- Ability to establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.

QUALIFICATIONS:

- Completion of 10th grade. GED or HS graduate preferred.
- Experience driving vans, small buses and large capacity buses preferred.
- Possess and maintain a valid Florida driver license CDL class "B" or "C" license with passenger and airbrake endorsements
- 3 years driving experience
- Safe driving record
- FDOT Physical
- CPR and First Aid Certification

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PHYSICAL REQUIREMENTS:

- Complete and pass a FDOT physical
- Ability to lift or carry up to 50 pounds or more.
- Capable of securing wheelchairs, stretchers and scooters
- Assist passengers on and off vehicles
- Transfer passengers from wheelchair to seat and seat to wheelchair
- Transfer passengers from bed to stretcher and stretcher to bed
- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Walking, Standing, Kneeling, Bending, Stretching and Pulling.
- Must be able to operate all vehicles in fleet.
- Ability to work under stress with time restraints.

EVALUATION

Performance of this job will be evaluated in accordance with provision of the Board's policy on evaluation of personnel.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

GENERAL INFORMATION:

Bargaining Unit:	LIUNA
FLSA Status:	NON-EXEMPT
Safety Sensitive	YES
Safety Category	FTA
Paygrade:	8