

**COUNTY COMMISSIONERS
LEVY COUNTY, FLORIDA**



GOVERNMENT
SERVING
CITIZENS

John Meeks
District 1

Rock Meeks
District 2

Mike Joyner
District 3

Lilly Rooks
District 4

Matt Brooks
District 5

11/29/2017

POSITION VACANCY: **LEAD DRIVER**
TRANSIT

SALARY: 9.47 per hour
Full Time Position
JOB DESCRIPTION: Attached
APPLICATION CLOSING DATE: 12/8/2017 5:00 p.m.

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: 11/29/2017 - 12/8/2017

**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:	LEAD DRIVER
POSITION #:	0263
AREA(S):	TRANSIT

DISTINGUISHING CHARACTERISTICS OF WORK:

- Oversees the vehicle maintenance files and coordinate routine and systematic scheduled maintenance and communicate with the road department staff. Order parts and equipment as needed.
- Perform gate checks routinely to ensure proper pre-trip inspections are being performed for safety.
- The Lead Driver must be qualified and trained as a driver and will be required to run manifest a minimum of (2) two days a week.
- The Lead Driver will ensure on-time pick-ups and drop-offs of passengers by randomly monitoring the drivers' schedules.
- The Lead Driver must conduct periodic road observations on all drivers to ensure safe and reliable transportation. And report any driver deficiencies to the General Manager.
- The Lead Driver will assist in training of new employees and conduct accident investigations (with the oversight of the General Manager).
- May also need to investigate passenger complaints, problem pick-up and drop-off locations, accessibility issues, and unsafe operating conditions. While in service, the Lead Driver will also monitor radio communications, radio code use, and as necessary, SSPP use and operations compliance. The Lead Driver may be called upon to accompany randomly selected drivers and those reasonably suspected of substance abuse to the test facility.
- Must have excellent verbal and communication skills to work closely with various drivers and clients.
- Must earn software to assist with scheduling and dispatching when necessary.

EXAMPLES OF WORK PERFORMED:

- Investigate service complaints
- Investigates accidents
- Conducts driver training, retraining, driver ride checks
- Perform road checks
- Monitor vehicle status and coordinate vehicle defect lists, service and repairs with appropriate staff.
- Perform other activities deemed necessary as requested by the General Manager.
- Generate and complete all reports as required by supervisor in a timely manner.
- Attend all meetings and training as required to ensure a high level of service
- All other duties as assigned by supervisor

POSITION:	LEAD DRIVER
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AREA(S):	TRANSIT

- Perform all duties listed in Driver I job description.
- 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:

- Thorough knowledge of streets and communities in the Levy County service area.
- Complete knowledge of operating policies.
- Ability to keep accurate records and effectively communicate with drivers.
- Ability to establish and maintain effective working relationship with all personnel.
- Ability to read a map and give good directions.
- Excellent communication skills: clear speech and writing.
- Must have a good driving record, CDL license with endorsements a plus.
- Outgoing personality, represent Levy County Transit with a courteous and professional manner.
- Detail oriented, computer literate.
- Good listener and team player.
- 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.
- Must be available for on-call duty and after hour's emergencies.
- Regular attendance a must
- Ability to train or assist in training of new drivers.
- Ability to fulfill all requirements of Driver I job description.

QUALIFICATIONS:

- Graduation from high school or equivalent; supplemented by at least 1 years' experience in transportation operations, or 1-year experience with Levy County Transit.
- Experience in Passenger Assistance Training and training in accident investigation.
- Knowledge with various equipment systems, such as wheelchair securement, safety equipment and properly load/unload of stretcher.
- Must be able to meet all qualifications of Driver I position.

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POSITION #:	0263
AREA(S):	TRANSIT

- Possess and maintain valid Florida CDL class “B” or “C” driver license with passenger and airbrake endorsements.
- 3 years driving experience.
- Safe driving record.
- FDOT Physical.
- CPR/First Aid Certification

PHYSICAL REQUIREMENTS:

- Complete and pass a FDOT physical.
- Must be able to lift and carry up to 50 lbs 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, Pulling, Stretching.
- 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:

FLSA Status	Non-Exempt
Worker’s Comp Class Code	7382
EEOC Job Category	Service-Maintenance
EEOC Job Function	Utilities and Transportation
EEOP Job Category	Service/Maintenance
Safety Sensitive	YES
Safety Category (if applicable)	FTA
Paygrade:	10