

**TOWNSHIP OF HAMILTON
JOB DESCRIPTION**

POSITION TITLE: **VAN DRIVER**
DEPARTMENT: **PUBLIC WORKS**
DIVISION: **SOCIAL SERVICES**
UNION: **YES**
FLSA STATUS: **NON-EXEMPT**

SUPERVISION:

Reports to: Director of Public Works and/or Division Chief
Position Titles Supervised: None

POSITION QUALIFICATIONS:

Education Required: HS Graduate/equivalent.

SPECIALIZED KNOWLEDGE/SKILLS:

- Valid NJ Drivers License with a CDL Class C with a P (Passenger) endorsement;
- Ability to organize assigned work and develop effective work methods;
- Ability to effectively meet and deal with the public; ability to read, write, speak and understand English sufficiently to perform the duties of the position;
- General knowledge of county geography.

POSITION SUMMARY:

Organizes and coordinates transportation for Township Senior Citizens.

PHYSICAL/ENVIRONMENT CONDITIONS:

The physical demands described 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, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms.

Work performed is subject to interruptions.

The employee must occasionally lift and/or move fifty (50) pounds. Specific vision abilities required by this job include color vision, depth perception, and the ability to adjust focus.

The noise level in the work environment is moderately quiet.

EQUIPMENT:

Township vehicle; telephone; personal computer; copy machine; postage machine; fax machine.

ESSENTIAL DUTIES/RESPONSIBILITIES:

Conducts daily safety inspection of assigned Township vehicle.

Coordinates transportation for nutrition program.

Coordinates appointments for seniors to various professionals, agencies, and services.

Plans recreational programs and coordinates transportation to same.

Responsible for transporting seniors to grocery, convenience and department stores.

Coordinates inventory, bulk item purchases for the kitchen.

Acts as receptionist for Social Services when necessary, screening calls; prepares food baskets; participates in outreach responsibilities, etc.

Completes weekly shopping for kitchen supplies.

SELECTION GUIDELINES:

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

CORE COMPETENCIES: To perform the job successfully, an individual should demonstrate the following competencies:

Customer Service – Responds promptly to resident inquiries in a courteous and professional manner. Displays a respectful attitude by way of a positive, affable disposition in serving residents, co-workers, and the general public.

Quality Work – Performs assigned tasks accurately, is thorough and neat, and displays a professional demeanor; exhibits practical/technical knowledge required on the job; is reliable regarding task completion and follow up; observes prescribed work break/meal periods; is punctual; and has an acceptable overall attendance record; works with little or no supervision.

Operational Effectiveness – Follows policies and procedures; supports Township’s mission and vision; looks for ways to improve and promote quality; maximizes resources; seeks and accepts new assignments and assumes additional duties when necessary; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

Communication – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; writes clearly and informatively, presents numerical data effectively.

Teamwork – Balances team and individual responsibilities; exhibits objectivity and openness to other’s views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives.

Safety – Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

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 a 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.

Approval: Edward Sasdelli, Administrator
Revised: September, 2010
Effective Date: 09/29/10