

Job Description: DRIVER ELDERLY TRANSPORTATION SYSTEM

CLASS NO. 3404

EEOC CATEGORY: Transportation

PAY GROUP: 3

FLSA: Nonexempt

SUMMARY OF POSITION

Performs driving duties and minor maintenance (including preventive maintenance) for county transportation vehicle located on the west side.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: County Commissioner
2. Directs: This is a non-supervisory position.
3. Other: Has regular contact with the county officials and the general public. Has frequent contact with related municipal, county, and state agencies.

EXAMPLES OF WORK

Essential Duties*

Performs driving and associated duties required to deliver Chambers County residents to predetermined destinations.

Regularly performs required cleaning and preventive maintenance on the designated vehicle used for these transportation purposes.

Performs required minor maintenance as a required for the designated vehicle.

Maintain maintenance records for the designated vehicle.

Maintain transportation records required by the Elderly Transportation Director.

Assists the general public in a courteous manner.

Other Important Duties*

Performs such other related duties as may be assigned.

*for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
8/2012

CLASS NO. 3404 (Continued)

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: county, state and federal government practices and procedures as related to public transportation systems.

Skill/Ability to: safely operate the vehicles and related equipment assigned for transportation of the elderly, indigent, invalid and other residents of Chambers County.

ACCEPTABLE TRAINING AND EXPERIENCE

High school diploma, or its equivalent. Or the equivalent combination of experience and training which provides the required knowledge, skills and abilities.

CERTIFICATES AND LICENSES REQUIRED

Applicable Texas driver's license.