

## TOWN OF SPRAGUE

### SENIOR VAN DRIVER

**JOB TITLE:** Senior Van Driver

**EXAMPLES OF ESSENTIAL FUNCTIONS:**

**NATURE OF WORK (SENIOR VAN DRIVER):** The Van Driver is responsible for driving the Senior Center Van to transport seniors to and from the Senior Center, bank and post office. Also transports participants for trips to maintain an independent life style for recreational purposes. Helps pack hot meals for "Meals on Wheels" and delivers Meals on Wheels.

**OTHER JOB FUNCTIONS:**

Performs related duties responsibilities and special projects as required.

**SUPERVISION RECEIVED:** The Driver receives general supervision from First Selectman and the Senior Coordinator.

**\*\*\*\*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\*\*\*\***

Knowledge, Skills and Ability

Ability to exercise mature judgment, and make responsible decisions in accordance with established policies and procedures.

Possess the temperament and good judgment to deal with senior adults, some of whom may be irate or unreasonable.

Ability to establish and maintain effective and courteous working relationships with other Town Officials, the general public, other departments and agencies, and co-workers.

Ability to appear on time for work and notify the supervisor in advance if unable to work, maintain a neat, clean, acceptable personal appearance.

Clean driving record.

Experience and Training

Must have High School Diploma and preference for past driving experience.

Public Service License Required.

**PHYSICAL DEMANDS:**

The employee is occasionally required to climb stairs to various levels; lift and/or move up to 25 lbs; drive; get in and out of vehicles.

While performing the duties of this job, the employee is frequently required to speak; hear; sit; stand, bend, twist, stoop or crouch; use hands, fingers, and wrists for repetitive motion, to handle and/or feel equipment, objects, tools or controls; and reach with hands and arms.

The employee must be free from mental and/or physical disorders which would interfere with performance of duties as described, and have the ability to maintain his/her composure with the public and co-workers in everyday, stressful and emergency situation. Employee may occasionally have to function in situations where he/she is subjected to aggressive physical and/or verbal behavior.

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 function.

**\*\*\*\*This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.\*\*\*\***