



Union County Ohio Vehicle Operator - Part Time

SALARY	\$14.80 Hourly	LOCATION	Marysville, OH
JOB TYPE	Part-Time	JOB NUMBER	00347
OFFICE	Human Services	DEPARTMENT	UCATS (Union County Agency Transportation Services)
OPENING DATE	12/06/2023	CLOSING DATE	12/24/2023 11:59 PM Eastern

DESCRIPTION

Under the general supervision of the Supervisor, Deputy Director and Director, drives assigned vehicle to transport clients to receive assistance or services, documents work activities, maintains transportation logs, and performs basic maintenance check on vehicles.

QUALIFICATIONS

An example of acceptable qualifications:

High school diploma or equivalent, or combination of education, experience, and training which provides the required knowledge, skills, and abilities. Must have good verbal and written communication skills.

ESSENTIAL FUNCTIONS

(1) Drives assigned vehicle to transport clients to receive assistance or services; assists disabled clients into and out of vehicles, to and from homes, etc., requiring the ability to bend, twist, push and lift as required; drives to County facilities to transport clients home or to other facilities, as required. Provides positive customer service/interaction with clients and adheres to all safety policies and practices. Transportation of clients including minors may involve installation, use, and removal of an appropriate wheelchair, car seat or other safety equipment. Supervises clients during transportation activities. Consistently and continually (e.g. at all times) represents the agency in a positive and professional manner and provides appropriate internal and external customer service.

(2) Performs basic preventative maintenance checks on vehicles; records and prepares required logs and/or reports; remains current on all emergency and safety procedures; attends all necessary and required training classes; inventories and assures all safety equipment is present and operational. Attends supervision meetings, unit meetings and other internal and external meetings as assigned.

(3) Maintains fleet of vehicles for Human Services including ensuring vehicles are clean and receive appropriate maintenance, responsible for maintaining maintenance log.

(4) Maintains required licensures, certification, and continuing education requirements, if any.

(5) Meets all job safety requirements and all applicable safety standards that pertain to essential functions.

(6) Performs miscellaneous clerical duties as assigned.

(7) Demonstrates regular and predictable attendance.

(8) Attends staff meetings as assigned.

OTHER DUTIES AND RESPONSIBILITIES:

(9) Performs other duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS

(*indicates developed after employment)

Knowledge of: *County, Department, and Division goals and objectives; *County, Department, and Division policies and procedures; *personnel rules and regulations; workplace safety; vehicle maintenance; local geographic area; Ohio traffic laws and regulations.

Skill in: motor vehicle operation; computer operation; use of modern office equipment; data entry; calculator operation; organization; oral and written communication; customer service.

Ability to: Ability to bend, twist, push and lift to assist clients; Carry out instructions in written, oral, or picture form; recognize unusual or threatening conditions and take appropriate action; prepare accurate documentation; maintain records according to established procedures; communicate effectively; operate wheelchair restraints; operate wheelchair lifts; travel to and gain access to work site; develop and maintain effective working relationships; perform job safely; exercise independent judgement and discretion.

POSITIONS DIRECTLY SUPERVISED:

None.

Agency

Union County Ohio

Address

233 W. Sixth Street

Marysville, Ohio, 43040

Phone

937-645-3008

Website

<https://www.unioncountyohio.gov/>