



UNION COUNTY OHIO
invites applications for the position of:

Vehicle Operator

SALARY:	\$13.96 Hourly
OFFICE:	Human Services
DEPARTMENT:	UCATS (Union County Agency Transportation Services)
OPENING DATE:	11/28/22
CLOSING DATE:	12/18/22 11:59 PM

DESCRIPTION:

Under the general supervision of the UCATS Supervisor or Deputy 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.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio driver's license and maintain insurability under the County's vehicle insurance policy.

EQUIPMENT OPERATED:

The following are examples only and are not intended to be all inclusive:

Motor vehicle, wheelchair lift, personal computer, laptop, iPad, applicable computer software, office phone system, printer, copy machine, fax machine, and other standard business office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); is exposed to possible injury due to unclean or unsanitary conditions and/or as a result of working with moving mechanical parts of equipment or machines; has exposure to potentially vicious animals; has contact with potentially violent or emotionally distraught persons; has exposure to hazardous driving conditions; has exposure to bed bugs, lice, scabies and other insects; works in proximity to the use of firearms; works in or around crowds; has exposure to hot, cold, wet, humid, or windy weather conditions; has exposure to second-hand smoke; ascends and/or descends ladders, stairs, or scaffolds; has to work irregular hours.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

ESSENTIAL FUNCTIONS:

For purposes of 42 USC 12101:

- (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., as needed; drives to County facilities to transport clients home or to other facilities, as required. Transportation of minors may involve installation, use, and removal of an appropriate 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.
- (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:

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Knowledge of: *County, Department, and Division goals and objectives; *County, Department, and Division policies and procedures; *personnel rules and regulations; work place 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: 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.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.unioncountyohio.gov/>

Position #00259
VEHICLE OPERATOR
HM

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