

CITY OF ECORSE

TITLE: DRIVER-SENIOR CENTER

DEPARTMENT: Dep't. of Public Works and General Services (City Charter Chap. VI, Sec. 12)
DIVISION: Senior Center
REPORTS TO: Senior Center Director
DEPARTMENT HEAD: Superintendent of Public Works and General Services
UPDATED: N/A
APPROVED: City Administrator **DATE:** March 1, 2016

SUMMARY OF WORK: Driver handles and distributes prepared meals to residents or drives senior residents to different appointments. Driver operates eight passenger van with handicapped lift. Note: Driver is not a city employee. Driver is a contractor, not an employee. There are no city employee benefits provided.

ESSENTIAL FUNCTIONS:

1. Preparing, packaging, bagging, loading and delivering the meals to senior citizens, occasionally driving the SMART bus senior van. The hours for this work are Monday through Thursday (holidays excluded) from 7:30 a.m. to 3:30 p.m. The hours may vary from time to time, but the variations are expected to be occasional.
 2. Drive senior center
 3. Driving staff member home, as needed.
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MINIMUM QUALIFICATIONS and REQUIRED KNOWLEDGE, SKILLS, EXPERIENCE & ABILITIES:

Education: Two years of high school

Other requirements: valid Michigan Chauffeur's license and Wayne County Food Handling certification (to be obtained within 60 days of start date), 3 years of driving experience.

Required Knowledge, Skills/Experience & Abilities: knowledge of daily vehicle maintenance and safety requirements, ability to understand oral and written instructions, ability to read maps; ability to, ability to accomplish work without continual direct supervision, ability to work alone and to work cooperatively with fellow workers; ability to complete assignments in a timely manner; ability to interact with the public in a professional manner

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT: The physical demands described here are representative: reach above and below shoulder level, push and pull objects, climb, stand, walk, lift and carry up to 50 pounds, stoop, bend, lean, turn and twist body; bend; perform coordinated movements, distinguish shades and colors, listen for distinctive sounds. Must be able to pass a drug test. Work is performed indoors and outdoors during day hours, in all types of weather.

REVIEWED & RECEIVED BY:

DATE: