



TOWN OF TEWKSBURY

TOWN HALL
1009 MAIN ST
TEWKSBURY, MASSACHUSETTS 01876-2796

HUMAN RESOURCES DEPARTMENT

(978) 640-4488
FAX (978) 640-4302

JOB POSTING

POSITION AVAILABLE: Van Driver Council on Aging

QUALIFICATIONS: Should possess a high school diploma, GED or equivalent experience. Must possess a valid Massachusetts Driver's License with the ability to provide a safe-driving record from the Registry of Motor vehicles; and be at least eighteen (18) years of age. Ideal candidate will have experience working with the elderly and providing transportation services.

Specific job qualifications are listed in the job description attached.

HOURS: Monday through Friday as needed but not to exceed 19 hours

SALARY RANGE: Hourly \$11.00

BENEFITS: None

POSTING DATES: From: March 29, 2016
To: Until filled

TYPE OF POSTING: Open

Applications may be obtained online at www.tewksbury-ma.gov or in the Human Resources Dept at the Town Hall located at 1009 Main Street. Completed applications can be returned via email to adminsucs@tewksbury-ma.gov or faxed to 978-640-4302.

The Town of Tewksbury is an affirmative action equal opportunity employer.

Summary:

The Tewksbury Council on Aging seeks a part-time driver to transport residents age 60 and over to various destinations within the Town of Tewksbury and surrounding communities. The successful applicant will enjoy interacting with the passengers and assisting them in transport to medical appointments, the Senior Center, shopping and other personal errands.

Position Purpose:

Operates 13 passenger van, transporting Tewksbury residents age 60 and over to destinations within the town of Tewksbury and surrounding communities; Works as a member of the Council on Aging team, under the general direction of the Council on Aging Director.

Essential Functions:

(The essential functions or duties listed below 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.)

- Safely transports elderly residents in a 13 passenger wheelchair van with automatic transmission.
- Operates vehicle according to the Massachusetts Registry of Motor Vehicle regulations and in accordance with scheduling set by the Council on Aging.
- Ability to follow a routing schedule in a punctual manner, navigating roadways efficiently.
- Interacts with elderly passengers with courtesy and respect.
- Occasional lifting and/or moving associated with loading and unloading wheelchair bound passengers and/or passenger belongings.
- Maintains viable communication and working relationships with all department employees.
- Makes safety checks of all operating equipment, reporting any van malfunctions to the supervisor for the purpose of repair.
- Ensures that fuel supply, engine oil and transmission fluid are adequate at all times
- Reports accidents or incidents, of any nature, relative to van or passengers to Council on Aging Director.
- Maintains record of vehicle mileage, vehicle service schedules, fuel consumption, trip reports, etc.
- May be asked to perform duties outside of Senior Center's operation hours.
- Takes continuing education courses at the discretion of Council on Aging Director.
- Performs other similar or related work as required or as the situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

High school diploma or general education degree (GED); Ideal candidate would have experience working with the elderly and providing transportation services.

Must possess a valid Massachusetts driver's license and evidence of a safe-driving record, as generated by the Registry of Motor Vehicles.

Successful completion of CPR/ First Aid training and passenger safety training within 30 days of hire.

Ability: Ability to follow instructions and work with little to no supervision. Ability to communicate effectively with the elderly population. Ability to analyze the proper performance of a motor vehicle.

Skill: Excellent planning and organizational skills and ability to multitask; Excellent written and verbal communication skills; Good judgment and problem-solving skills; Patience and sensitivity towards elderly passengers.

Physical Requirements:

(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 functions.)

Regularly required to walk, sit and stand. Must be able to access pick up and drop off sites.

May be required to move objects weighing up to 30 pounds.

Must be able to communicate orally and hear normal sounds. Specific vision requirements are as covered under the Massachusetts law for driver's license.

Must use caution while driving, particularly during inclement weather. The use of equipment can often be conducted in hazardous conditions, and employee must be watchful at all times for potential safety hazards.

Supervision:

Supervision Received: Work is performed under the director of the Council on Aging Director.

Job Environment:

- Work is performed mainly outdoors in all kinds of weather conditions. Incumbent is expected to perform work while walking on rough terrain, often climbing out of the van to assist elderly residents.
- Errors in judgment in the use of equipment in accordance with established procedures could lead to danger of public health and safety; could result in monetary loss, reduced levels of service, confusion and delay

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