



# GEAUGA COUNTY BOARD OF COMMISSIONERS

James W. Dvorak Timothy C. Lennon Ralph Spidalieri

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470 Center Street • Building 4 • Chardon, Ohio 44024-1071

## ***JOB OPPORTUNITY #1020***

***To be posted on Friday, August 6, 2021 until filled***

**Position:** **Transportation Driver**  
**Department:** Department on Aging  
**Job Grade:** 6  
**Compensation:** \$14.83/Hr. Full Benefits Package

**Definition:** Under general supervision in accordance with the Agency Organization Chart, provides safe and reliable door to door transportation services to clients by driving Agency vehicles to transport clients to and from assigned pick up and drop off locations; Works closely with supervisor to identify and relay issues and information related to operational efficiencies, vehicles, and clients; Works on matters requiring confidentiality and discretion; Performs related duties as required.

### *Typical Examples of Duties & Percentage of Time:*

- 80- 90% Transports seniors from pick-up locations to drop-off locations in the safest possible means; Provides door to door service to clients destination; Maintains proper communication and operation procedures between vehicles and dispatch; Assists clients on and off the vehicle to ensure safety; Loads and secure different types of wheelchairs; Develops and maintains courteous and professional relationships with clients, organizations/agencies and affiliations, supervisors, co-workers and volunteers; Exhibits appropriate behavior through language, positive attitude, dress code and hygiene.
- 10 - 20% Maintains Drivers Run Manifest; Performs and documents with accuracy the pre-trip vehicle inspection prior to placing the vehicle in service. Recommends improved routes; Notifies management and supervisor of procedures and/or policies that may have an impact on operational efficiencies; Informs dispatchers of changes in client address and pick-up and drop-off location information.
- 5 - 10% Coordinates with Agency personnel on special projects and assignments; Assists supervisor with day to day operations as assigned, Completes all required documentation on clients; Processes donations in accordance with the Agency Cash Handling Policy. Performs other duties as required.

*Knowledge, Skills and Abilities:*

Knowledge of (1) Ohio Motor Vehicle laws; (2) County and departmental rules and regulations\*; (3) North East Ohio roads and locations\*

Skill in (4) the safe and efficient operation of motorized passenger vehicles; (5) computer operations including Microsoft Office and internet; (6) the operation of office equipment;

Ability to (7) deal effectively with the general public, clients, supervisors, co-workers and volunteers; (8) resolve complaints (9) communicate verbally and in writing with others; (10) clearly explain procedures to others; (11) maintain a variety of records; (12) use independent judgment; (13) follow verbal and written instructions; (14) meet schedules and time lines; (15) work independently and productively with minimal supervision; (16) interpret and ensure compliance with applicable regulations, policies and rules.

\* Developed after employment

*Suggested Training and Experience Requirements:*

21 years of age and five years of driving experience; Ability to understand written and oral instructions; Commercial Driver's License preferred but will consider applicant with a valid Ohio driver's license, or its equivalent.

*Additional Requirements:*

Must be a minimum of 21 years of age with 5 years driving experience.

Must pass (test negative) pre-employment drug test.

Required to drive a county vehicle for county business

May be required to drive personal vehicle for county business

Must possess valid Ohio driver's license, or equivalent, and acceptable driving record.

Must pass criminal background checks and public database checks and remain qualified annually.

May work flexible schedule based on needs of agency.

Within 6 months of hire and every 3 years thereafter, must complete a defensive driving class

Within 6 months of hire, must complete a passenger assistance-training course from an approved agency.

Must be certified in First Aid and CPR, issued by an authorized agency

Must be capable of providing First Aid and CPR

Must possess the ability to help the consumer to safely enter and exit the vehicle.

Must be able to push wheelchairs and facilitate the vehicle entry and exit of passengers as needed

Require mobility to stand, stoop, reach, push, pull, twist and bend.

Perform work which involves lifting, pushing and/or pulling of objects which may approximate 50 pounds and may occasionally weigh up to 100 pounds.

Is subjected varied client behaviors and diagnoses

Is subject to varied environmental conditions including office, institutional and residential settings as well as local driving conditions.

Submit an *Application for Employment* and resume to **the Geauga County Commissioners, Attn: HR Administrator #1020, 470 Center Street Bldg. #4, Chardon OH 44024.** Please refer to details and application at <https://co.geauga.oh.us/Notices/Jobs>.

JNB 1/30/2020