

Hobbs Community Center

Bus Driver – Facilities Assistant

Weekly Hours: 30	Hourly: X	Union:	Non-Union: X
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Position Overview:

This position provides door to door transportation to and from the Hobbs Community Center including local shopping and support services according to the policy of the Hobbs Community Center.

Supervision Received:

Reports to the Community Center Director

Supervision Exercised:

None

Principal Duties & Responsibilities:

- Provide for the safety, comfort and well-being of the passengers;
- Assist passengers on and off of the vehicle when necessary. May also assist from door to door if needed;
- Assist passengers with bags, walkers, canes and other items if needed;
- Inspect the bus daily and complete pre/post inspection report and report needed for repairs to the Community Center;
- Keeping the bus neat and clean by sweeping, dusting the dashboard, washing windows and spot cleaning seats;
- Complete any required record keeping;
- Properly secure wheel chair and their users;
- Submit to mandatory random drug testing;
- Assist with moving tables and chairs for various Community Center functions as needed;
- Update exterior signage as needed;
- Manage trash disposal;
- Water exterior plants during the summer;
- Assisting in the thrift store with heavier items;
- Currier for interoffice mail on a weekly basis between the Town Hall and the Community Center;
- Other tasks as assigned by the Director when the bus is not in operation;

Qualifications & Skills:

- Prior experience working with seniors preferred;
- Have the ability to establish and maintain harmonious working relationships with staff and seniors;
- Required training in passenger assistance; defensive driving; wheelchair lift and securement; First-Aid/CPR/Emergency procedures.
- Be able to demonstrate driving ability or passenger assistance skills at any given time;
- Will adhere to any rules and regulations set forth by the Board of Selectmen or Community Center Director.

Minimum Qualifications & Skills Required:

- A high school diploma or equivalent;
- Must be 21 years of age;
- Must possess valid Driver's License with an active commercial driver's license with passengers endorsement;
- Must possess a current Medical Examiners Card;
- Must be reliable and dependable;
- Must be courteous and punctual;
- Must be professional in appearance;
- Must be customer service oriented professional;
- Ability to read basic technical and maintenance manuals;
- Ability to establish and maintain effective working relationships with other Town officials, Town employees, State and Federal authorities, subordinates, contractors, and the general public;
- Or any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

Physical Activity/Cognitive/Sensory Requirements:

- May be regularly required to exert physical effort, e.g., lifting and carrying heavy materials (over 20 lbs.).
- May be required to work outdoors under extreme of heat, cold, rain or snow.
- Talking: Necessary for communicating with others.
- Hearing: Necessary for taking instructions and receiving information.
- Sight: Necessary for doing job effectively and correctly.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as agreed/negotiated to meet the ongoing needs of the department and/or Town of Pelham.