



# Social Services and Parks and Recreation – CDL Driver

## Town of Medley

### **GENERAL SUMMARY:**

Required to operate Town vehicles for a variety of purposes including but not limited to school buses, passenger vans, SUV's, trucks, and heavy equipment.

### **SUPERVISION RECEIVED AND EXERCISED:**

This position is classified nonexempt part-time position. Driver works under the supervision of the Social Services Director.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Expected to operate school buses and town vehicles for medical transportation, school, music night, CITT shopping, fieldtrips;
- Assist with department deliveries;
- Perform pre-trip inspection of assigned vehicle;
- Adhere to defined routes, stops, and time schedules;
- Comply with all traffic rules and regulations;
- Operate assigned vehicle in safe and courteous manner;
- Maintain safety and order in vehicle;
- Complete all required trip documentation in a timely manner;
- Immediately report any accident occurring or traffic citation received while operating the vehicle;
- Expected to work night and weekends;
- Expected to work at special events;
- Before, during, and after an emergency employee may be temporarily assigned to work and perform duties outside their normal scope of their position, location and work schedule may be changed to fit the needs of the department;
- Performs any other related duties assigned by the Social Services and Parks and Recreation Director.

### **MINIMUM QUALIFICATIONS REQUIRED:**

- Required High School Diploma or equivalent;
- Preferred Bilingual;
- Must possess a valid CDL endorsement;
- Must possess a clean and acceptable driving record;
- Must have strong communication skills;
- Expected to pass a CPR & First Aid Training;
- Expected to take courses related to department.

### **PHISICAL SKILLS REQUIRED**

- Ability to sit and stand for long periods of time;
- Ability to kneel and bend;
- Ability to operate assigned vehicle in all weather and in all traffic conditions;
- Ability to physically assist passengers entering and exiting vehicles;
- Ability to physically load and unload items from vehicle;

- Ability to operate ADA lifts and equipment.

## **WORK ENVIRONMENT:**

Work is performed primarily in an office environment that requires the employee to be sensitive to change and responsive to changing goals, priorities, and needs.

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**The Town of Medley is an Equal-Opportunity Employer and maintains a Drug-Free Workplace. The hired employee may be required to take and pass a post-conditional offer of employment screening examination in accordance with the Laws and Statutes in the United States and the State of Florida and may from time to time be required to submit to random drug screening according to the Laws and Statutes of the United States and the State of Florida and the Codes or Policies of the Town of Medley.**