County of Monroe
The Florida Keys

BOARD OF COUNTY COMMISSIONERS
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March 24, 2014
DATE OF POSTING
Reposting of 3/24/14

MONROE COUNTY PROMOTIONAL TEMPORARY JOB OPPORTUNITY

ON-CALL TRANSPORTATION DRIVER

TRANSPORTATION

SALARY $12.47 - $17.46 HR, HOURS VARY
(As of June 1, 2014 new Salary $12.72 - $19.71)

FLORIDA KEYS (LOWER, MIDDLE, UPPER KEYS)

DEADLINE TO APPLY:

_____

EMPLOYEE SERVICES

P.P.

MONROE COUNTY

JOB DESCRIPTION

Position Title: TRANSPORTATION DRIVER		**Date:** Oct 11, 2002
Position Level: 4	**FLSA Status:** Nonexempt	**Class Code:** 4-6

GENERAL DESCRIPTION

The primary function is to transport the elderly, disabled, or disadvantaged veteran or social service clients to and from their destination in a safe and timely manner.

KEY RESPONSIBILITIES

1. *Transport clients to and from their destination throughout Monroe County.
2. *Study Manifest.
3. *Inspect van for safety on a daily basis.
4. *Assist passengers on and off vehicle and with groceries, packages, etc.
5. *Make sure correct fair was collected at the end of day.
6. *Load/unload and tie down wheelchairs.
7. *Report by radio to dispatcher each pick-up and drop off.
8. *Keep mileage records of pick-up and drop off.
9. Deliver materials for the county.
10. *Maintain cleanliness of vehicle
11. *Complete paperwork.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Position Title: TRANSPORTATION DRIVER	Class Code:	Position Level: 4

KEY JOB REQUIREMENTS	
Education:	H.S. Diploma or GED required
Experience:	1 to 2 years.
Impact of Actions:	Decisions and impact are limited to decisions and planning within a small work group or project team.
Complexity:	Basic: Works consists of moderately complex procedures and tasks where analytic ability is required. Work may involve the comparison of numbers, selections of appropriate guidelines and procedures, or identification of appropriate actions to follow. Answers are usually found by selecting from specific choices defined in work policies or procedures.
Decision Making:	Basic: Ongoing supervision is provided on an "as needed" basis. Some independent judgment is necessary to select and apply the most appropriate of available procedures.
Communication with Others:	Requires regular contact within the department and periodic contacts with other departments, outside agencies and the general public, supplying or seeking information.
Managerial Skills:	Has responsibility or authority which is limited to the direction of temporary workers.
Working Conditions/ Physical Effort:	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
On Call Requirements:	Remain on call 24 hrs. to assist in disaster evacuation.
Other:	Must posses valid Class B (minimal) CDL w/passenger and airbrake endorsement. THIS POSITION IS DESIGNATED AS A SAFETY SENSITIVE POSITION. AN EMPLOYEE IN THIS POSITION IS SUBJECT TO THE MANDATORY DEPARTMENT OF TRANSPORTATION DRUG TESTING PROGRAM WHICH INVOLVES RANDOM DRUG TESTING.

APPROVALS

Department Head:

Name: Louis LaTorre Signature: LOUIS LATORRE Date: 10-15-02

Division Director:

Name: JMalloch Signature: JIM MALLOCH Date: 10/17/02

County Administrator:

Name: _____ Signature: [signature] Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____