

**Limestone
County Commission**

**Chairman
Collin Daly**

**Administrator
Ellen Morell**



**Commissioners:
Daryl Sammet
Danny Barksdale
Jason Black
LaDon Townsend**

THE LIMESTONE COUNTY COMMISSION HAS AN OPENING FOR:

PART TIME VAN DRIVER

**Alabama Career Center
2535 Sparkman Dr. NW
Huntsville, AL
Phone: (256) 851-0537**

Or

**Limestone County Commission
310 W. Washington St.
Athens, AL
Phone: 256-233-6400**

MONDAY THROUGH FRIDAY 8:00 A.M. UNTIL 4:30 P.M.

**SEE ATTACHED JOB DESCRIPTION FOR TYPICAL DUTIES AND
RESPONSIBILITIES.**

SALARY \$15.43 PER HOUR

APPLICATION WILL BE ACCEPTED THROUGH THURSDAY

MAY 26, 2022.

AN EQUAL OPPORTUNITY EMPLOYER (M/F/V/D)



Part Time Van Driver
Council on Aging

COA/8
Job Grade: 9

JOB SUMMARY

This position operates a vehicle to transport senior clients and to deliver meals.

MAJOR DUTIES

- Transports senior clients to and from senior centers and to special events and field trips; transports clients to and from medical appointments; transports clients along shopping routes.
- Transports and delivers daily hot and weekly frozen meals to homebound senior clients.
- Prepares daily, monthly, and quarterly transportation reports for COA, ALDOT, and TARCOG; prepares route sheets, daily logs, monthly logs, quarterly reports, and pre-and post-trip vehicle inspection sheets.
- Monitors vehicles for maintenance needs; reports needed repairs to supervisor; deliver vehicles to repair facilities as needed.
- Assists with office activities as needed, including filing and customer service.
- Assists in promoting Council on Aging programs and services to the general public.
- Assists with special programs and events as needed.
- Assists with senior center programs and events as needed.
- Ensures compliance with all traffic laws.
- Fills fuel tank as needed.
- Reports delays or accidents.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of department guidelines and procedures.
- Knowledge of traffic laws and safe driving techniques.

- Knowledge of area streets and landmarks.
- Skill in the safe operation of an assigned vehicle.
- Skill in public and interpersonal relations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Assistant Council on Aging Director assigns work in terms of somewhat general instructions. The supervisor spot-checks completed work for compliance with instructions and established procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include health department regulations, ADSS regulations, ADA regulations, department policies and procedures, and traffic laws. These guidelines are generally clear and specific but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related vehicle operation and customer service duties. Heavy traffic and inclement weather contribute to the complexity of the position.
- The purpose of this position is to drive a vehicle to deliver meals and to provide transportation services to clients. Successful performance contributes to safe and efficient provision of services.

CONTACTS

- Contacts are typically with co-workers, other city employees, clients, volunteers, food contractors, and the general public.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, stooping, walking, bending, or crouching. The employee frequently lifts light and heavy objects, climbs ladders, and utilizes the sense of smell.
- The work is typically performed in an office, a vehicle, and outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, or irritating chemicals. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Alabama for the type of vehicle or equipment operated.