

JOB DESCRIPTION

Town of Smithfield

Van Driver / Recreation Aide

GENERAL SUMMARY: Under the supervision of the Sr. Center Director, this person is responsible for safely operating a van to pick up and discharge senior and handicapped passengers; performs other related recreation and Sr. Center work maintenance and clerical work.

ESSENTIAL FUNCTIONS:

1. Operates a van which provides transportation for senior and handicapped individuals.
2. Maintains records relating to his or her van itinerary.
3. Insures that the transported citizen's exit and enter safely from the van and are properly left at their destination.
4. Maintains the interior and exterior of the van at all times and reports all defects or malfunctions to the Director or Sr. Center Clerk.
5. Interacts positively with the public in a cheerful and courteous manner.
6. Display a positive image to the public and coworkers consistent with the department's goals of providing the best possible services to the community.
7. Performs general labor type tasks at the Sr. Center which include set-up and removal of chairs and other preparations for meetings.
8. Shovels snow at the Center.
9. Perform general clean-up at the Center following special or routine activities.
10. Operates simple office machines, such as photocopying equipment, facsimile machines and postage meter.
11. May perform light maintenance duties such as painting and sweeping of floors.
12. Perform additional duties as assigned.

JOB REQUIREMENTS:

Education/Training

1. Graduate from High School or completion of a G.E.D. Certificate.

2. Possess a valid RI, CDL-B operator's license with passenger endorsement and medical card in accordance with federal and state regulations.

PHYSICAL REQUIREMENTS: This position requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fill one or more of these responsibilities:

1. Ability to maintain interior and exterior of van, including the removal of snow and ice.
2. Ability to use a snow shovel to clear pedestrian access to the bus and to insure van is assessable in inclement weather.
3. Ability to aide passengers in the event of an accident or other emergency.
4. Ability to effectively communicate orally to passengers related to senior transportation program, passenger destinations and emergency situations.
5. Ability to sit in a vehicle for extended periods of time.
6. See attached functional job description.

WORKING CONDITIONS:

1. Performs most duties in Town's van.
2. Some duties performed within the Sr. Center and outdoors in a variety of weather conditions.

SALARY: Per union contract.

11/07

10/15

TOWN OF SMITHFIELD
VAN DRIVER/RECREATION AIDE

FUNCTIONAL JOB DESCRIPTION

Job Title:	Van Driver/Recreation Aide
Department:	Town of Smithfield-Senior Center
Brief description of job:	
<p>General Summary: Under the supervision of the Senior Center Director, this person is responsible for safely operating a van to pick up and discharge senior and disabled passengers; perform other related recreation and Senior Center work – maintenance and clerical work. Essential Functions: Operates a van which provides transportation for senior and disabled individuals. Maintains records related to his or her van itinerary. Insures that the transported citizens exit and enter safely from the van and are properly left at their destinations. Maintains the interior and exterior of the van at all times and reports all defects or malfunctions to the Director or Senior Center Clerk. Interacts positively with the public in a cheerful and courteous manner. Display a positive image to the public and coworkers consistent with the departments goals of providing the best possible services to the community. Performs general labor type tasks at the Senior Center which include set-up and removal of chairs and other preparations for meetings. Perform general clean-up at the Senior Center following special or routine activities. Operates simple office machines, such as photocopying equipment, facsimile machines and postage meter. May perform light maintenance, such as painting and sweeping floors. Perform additional duties as assigned.</p>	
Personal Protective Equipment:	Vinyl gloves when performing cleaning tasks



Classification:	Sedentary: <input type="checkbox"/>	Light: <input checked="" type="checkbox"/>	Medium: <input checked="" type="checkbox"/>	Heavy: <input type="checkbox"/>	Very Heavy: <input type="checkbox"/>
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Classification Key:

Sedentary - Exerting up to 10 lbs of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects;

Light - Exerting up to 20 lbs of force occasionally and/or 10 pounds of force frequently or negligible amounts of force constantly to move objects;

Medium - Exerting 20lbs-50lbs of force occasionally; 10lbs- 20lbs frequent; and/or greater than negligible up to 10lbs of force constantly to move objects;

Heavy - Exerting 50 to 100lbs of force occasionally; in excess of 50lbs frequently; 10lbs- 20lbs of force constantly to move objects;

Very Heavy - Exerting in excess of 100lbs of force occasionally; and or in excess of 50lbs of force frequently; in excess of 20 lbs of force constantly to move objects

Driving Requirements:	None: <input type="checkbox"/>	Manual: <input type="checkbox"/>	Automatic: <input checked="" type="checkbox"/>
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WORK ENVIRONMENT

Floor Surface:	Tile or rug when inside building; cement asphalt when outside		
Inside:	Occasional level	Outside:	Constant level
Lighting:	Overhead fluorescent lighting when inside		
Vibration:	Minimal vibration from steering wheel when driving van		

PHYSICAL DEMANDS

LIFTING

Maximum weight lifted: up to 20-30 pounds occasionally

WEIGHT	Never	Occ.	Freq.	Constant	Heights	Description of object
0 – 10 lbs		X			Below knee to shoulder or above level	Boxes of decorations, tables and or chairs; maneuvering clients while in their wheelchair
10 – 20 lbs		X			As above	As above

TOWN OF SMITHFIELD
VAN DRIVER/RECREATION AIDE

20 - 35 lbs		X			
50+ lbs	X				

CARRYING						
Maximum weight carried: up to 20-30 lbs						
WEIGHT	Never	Occ.	Freq.	Constant	Distances	Description of object
0 - 10 lbs		X			Short distances	Totes of decorations; chairs
10 - 20 lbs		X			As above	Maintenance supplies
20 - 35 lbs		X			As above	As above
35 - 50+ lbs	X					

PUSHING/PULLING						
Maximum push/pull: up to 10-15 lbs						
WEIGHT or FORCE	Never	Occ.	Freq.	Constant	Distances	Description of object
0 - 10 lbs		X			Short distances	Seniors in their wheelchair
10 - 20 lbs		X			As above	As above
20 - 35 lbs	X					
35 - 50 lbs	X					

ACTIVITY	Never	Occ.	Freq.	Constant	Comments
Sitting				X	Driving
Standing		X			
Walking		X			
Bending		X			
Twisting		X			
Crawling	X				
Kneeling		X			
Squatting		X			
Climbing		X			Ladders as needed
Reaching - Vertical		X			
Reaching - Horizontal			X		
Grasping			X		Steering wheel when driving
Pinching	X				
Manual Dexterity		X			
Fine Dexterity		X			

FREQUENCY KEY: Never (0%), Occasional (0-33% of shift), Frequent (34-66% of shift), Constant (67-100% of shift)