

PARKS AND RECREATION DRIVER

Definition:

Under direct or general supervision drives a passenger van or other vehicle to transport senior citizens; makes telephone calls to senior citizens; assists with recreation programs and special events for senior citizens and performs related work as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

Uses a telephone to contact senior citizens regarding their attendance at a Parks and Recreation facility.

Drives a City van/vehicle to the homes of senior citizens and transports them via streets or freeways to a community center, shopping/market facility or a special trip destination.

Interacts and communicates with senior citizens.

Fills Parks and Recreation van/vehicles with fuel.

Notifies Fleet Services Division regarding vehicle service needs/problems

Physically assists senior citizens getting into and out of a City van/vehicle.

Completes forms regarding transportation assistance details.

Answers the telephone and provides basic information to callers and takes and relays messages.

Operates a personal computer and uses applicable software.

Lifts and carries food items, community center supplies and other items weighing 40 pounds or less.

Other Duties and Responsibilities Include:

Performs other projects/tasks as assigned.

Translates for senior citizens as needed. (English/Spanish)

Assists with senior citizen arts and crafts and other activities as needed.

Class Characteristics:

Parks and Recreation Driver is a single incumbent Parks and Recreation class with duties related to senior citizen transportation.

Contacts and Relationships:

The Parks and Recreation Driver establishes and maintains contact with other staff in the Parks and Recreation Department and has substantial interaction with senior citizens. Other contact will occur with other City staff and individuals related to transportation services.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class include the following:

Knowledge of:

Safe driving practices, precautions and traffic laws.

Telephone techniques.

Customer service techniques.

Computer applications related to area assigned.

English usage and grammar.

AND

Ability to:

Understand and carry out oral and written instructions.

Communicate effectively orally.

Read and write at the level required for successful job performance.

Establish and maintain effective relationships with those contacted in the course of work.

Complete routine forms.

Meet the public with courtesy and tact.

Work under limited supervision.

A typical way to obtain the knowledge and abilities is as follows:

Education:

Graduation from high school.

AND

Experience:

One year of customer service related experience to include some experience interacting with senior citizens.

Special Requirements Include:

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

Must be able to work a flexible schedule to accommodate City needs.

Must be able to communicate in Spanish.

Physical Tasks and Working Conditions Include the Following:

Work is performed in a City vehicle, in a community center/recreation facility environment and other locations. The incumbent assists senior citizens getting into and out of a City van/vehicle, stands and walks on slippery and uneven surfaces, sits, twists, climbs stairs and inclines, reaches, bends, grasps, lifts, pushes, pulls, drags and carries food and/or supplies and other items weighing 40 pounds or less. The incumbent operates a computer, keyboard and related equipment and a vehicle on City business, will be exposed to gasoline, vehicle emissions and vehicular traffic and may be exposed to the elements. The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Non-exempt.

Revised July 2006 and Title Changed from Community Center Driver

Revised March 2003

Established June 1997 from Community Center Worker I