



**JOB POSTING - January 5, 2021**  
**DEADLINE - January 19, 2021**  
**Full Time Driver**  
**Holyoke Council on Aging & Senior Center**

**Position Summary:** Transporting older adults to scheduled appointments throughout the Greater Holyoke area, in a timely and safe manner, and with awareness of individual passenger needs.

**Essential Functions:** Provide scheduled transportation to a variety of destinations in the Greater Holyoke area. Assist passengers as needed in accordance with department protocols. Collect, secure, and report all appropriate fees for trips. Maintain vehicles and report any malfunction or damage immediately. Maintain appropriate radio communication with the dispatcher. Attend professional development workshops related to best practices in public transportation and providing services to older adults.

**Knowledge, skills, and abilities required:** Ability to operate vehicle responsibly ensuring the safety of passengers, staff, and the public. Basic knowledge of vehicle care and maintenance. Geographic knowledge of the Greater Holyoke area. Ability to interact and communicate in a positive and effective manner that prioritizes excellent customer service. Ability to execute written and oral instructions correctly.

**Education, Training and Experience:** Requires high school diploma or equivalent, valid Massachusetts driver's license, and at least three years of driving experience. Public carrier driving experience preferred. Previous experience working with older adults preferred. Bi-lingual (Spanish/English) a plus. CORI check required.

**Job Environment:** Employee is regularly exposed to outside weather conditions. Employee operates vehicle, mobile radio, and standard office equipment. The noise level in the work environment is usually moderate (business office, radio transmissions, traffic, etc.).

**Physical Requirements:** While performing the duties of this job, the employee is regularly required to stand, walk, climb stairs, sit for extended periods of time, talk, hear, use hands to finger, handle, or feel, and reach with hands and arms. The employee must regularly lift and/or move up to 15 pounds and occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**Supervision:** Reports to the Executive Director

**Supervisory responsibilities:** None

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Employment Status and Hours:** Regular Full Time, 35 hours per week, Monday - Friday, 8:00 a.m. to 4:00 p.m.

**Fair Labor Standards Act (FLSA) Status:** Non-Exempt (hourly)

**Pay Rate:** \$13.82 (minimum) up to \$18.63 per hour (UFCW), paid biweekly

**Employee Benefits:** Health, Dental, Life Insurance and Flexible Spending Account (FSA)

**Please send a letter of interest and resume by email only to:**

**[Personnel@Holyoke.org](mailto:Personnel@Holyoke.org)**

**NO PHONE CALLS OR WALK-IN INQUIRIES**

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