



**JOB POSTING – August 4, 2023
DEADLINE- August 18, 2023**

Job Title: Full-time Driver

Department: Council on Aging & Senior Center

Reports to: Navae Rodriguez, Executive Director

Job 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.

Duties/Responsibilities:

- 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.

Required Skills/Abilities:

- Ability to operate a 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.

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.

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.

Education, Certification, licensure 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.

Supervision: Reports to the Executive Director

Supervisory responsibilities: None

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

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

Salary/Pay rate: \$15.00 (minimum) \$20.63 (max) per hour (UFCW), paid biweekly

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

How to Apply: Please send resume and cover letter to Personnel@holyoke.org