

Department: In all Civil Divisions
Classification: Non-Competitive
Grade: 5

SPEC DISK H2
DOCUMENT 36

MOTOR VEHICLE OPERATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the operation of a light motor vehicle in transporting social services recipients to and from medical appointments in. An incumbent in this position is also responsible for the safe and economical operation and routine care of a light motor vehicle such as a passenger car. The work is performed under general supervision of a member of the professional Social Services Department staff in accordance with established policies and procedures. The incumbent does related work as required.

Note: In compliance with OSHA, this position has a potential risk of exposure to bloodborne pathogens (blood/body fluids).

TYPICAL WORK ACTIVITIES: (Illustrative only)

Operates a light motor vehicle to transport social services clients from their homes to various appointments such as doctor's office, dentist and hospital;
Schedules, pick-ups and plans most advantageous routes in order to maximize the economical use of the vehicle;
Maintains simple records of fuel used, mileage and passengers carried for the purposes of accountability and planning future needs;
Washes and cleans vehicle, checks oil and tires and reports the need for maintenance to assist in preserving the good appearance and proper running order of the vehicle;
Receives, verifies and processes claims for reimbursement for transportation performed by other than social services employees in connection with approved client activities;
May perform a variety of clerical duties when not driving such as photocopying, filing, and simple typing, not requiring the services of a skilled typist.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of safe driving practices and New York State traffic laws; good knowledge of roads and highways in the County; ability to operate a motor vehicle under all driving and road conditions; ability to understand and follow simple oral and written instructions; ability to keep simple records; ability to perform simple clerical tasks; ability to provide good customer service; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

One year of experience in the operation of a light motor vehicle.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

Candidates must be in possession of a New York State driver's license and maintain said license throughout employment.

Amended: 9/24/92
Revised: 5/9/2022