

SENIOR DRIVER

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for supervising and participating in the transportation and delivery of equipment, supplies or people. The vehicles operated consist of sedans, station wagons and vans. The work is performed according to established policies with some leeway allowed for exercising independent judgment in the details of the work. Supervision is exercised over personnel transporting equipment, supplies and equipment. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Prepares work schedules for subordinate drivers;

Supervises and participates in routine vehicle cleaning and maintenance tasks such as changing oil, filters, tires and greasing vehicles;

Inspects vehicles to ensure proper operating condition before use;

Operates a vehicle, transporting equipment, supplies and persons;

Maintains records of hours worked, vehicle mileage, incidents, repairs and related matters;

Explains and enforces safety regulations pertaining to vehicle operation;

Prepares and submits time sheets and vouchers for payment;

Load and unloads supplies and equipment and assists passengers in boarding and unboarding vehicle.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the operation of light motor vehicles including safety procedures relating to same; good knowledge of vehicle and traffic laws as procedures relating to same; good knowledge of vehicle and traffic laws as related to the operation of automotive equipment; working knowledge of the geography of the locality; ability to plan, supervise and schedule the work of subordinates; ability to maintain simple records; ability and willingness to perform routine manual work; ability to perform minor maintenance on vehicles; ability to operate a vehicle in a safe and efficient manner; ability to get along well with passengers; sobriety; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from high school or possession of a high school equivalency diploma and one year of full-time work experience involving the operation of an automotive vehicle; **OR**
- B. Two (2) years of full-time work experience involving the operation of an automotive vehicle;
OR

C. An equivalent combination of training and experience as described in A and B above.

Special Requirement for Acceptance of Applications: Eligibility for an appropriate class New York State Motor Vehicle Operator's License. Possession of the license is required at time of appointment.

ULSTER COUNTY
6140 SR DRIVER
OA

Adopted: March 31, 1980