



## Union County Ohio Vehicle Operator

<b>SALARY</b>	\$14.80 Hourly	<b>LOCATION</b>	Marysville, OH
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	00402
<b>OFFICE</b>	Human Services	<b>DEPARTMENT</b>	UCATS (Union County Agency Transportation Services)
<b>OPENING DATE</b>	08/14/2024	<b>CLOSING DATE</b>	9/8/2024 11:59 PM Eastern

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### DESCRIPTION

Under the general supervision of the Supervisor, Deputy Director and Director, drives assigned vehicle to transport clients to receive assistance or services, documents work activities, maintains transportation logs, and performs basic maintenance check on vehicles. Must have the ability to evaluate, determine, and communicate proper action in situations that may pose a safety risk, analyze and solve problems, and be competent in learning and understanding transit routes and schedules.

### QUALIFICATIONS

An example of acceptable qualifications:

High school diploma or equivalent, or combination of education, experience, and training which provides the required knowledge, skills, and abilities. Must have good verbal and written communication skills. Must have normal hearing and normal vision, with the aid of corrective devices, as needed.

### ESSENTIAL FUNCTIONS

- (1) Drives assigned vehicle to transport clients to receive assistance or services; assists disabled clients into and out of vehicles, to and from homes, etc., requiring the ability to bend, twist, push and lift as required; drives to County facilities to transport clients home or to other facilities, as required. Provides positive customer service/interaction with clients and adheres to all safety policies and practices. Transportation of clients including minors may involve installation, use, and removal of an appropriate wheelchair, car seat or other safety equipment. Supervises clients during transportation activities. Determines vehicle travel paths to ensure safe and timely transportation of passengers. Effectively communicates required actions to passengers in situations that pose a safety risk. Consistently and continually (e.g. at all times) represents the agency in a positive and professional manner and provides appropriate internal and external customer service.
- (2) Performs basic preventative maintenance checks on vehicles; records and prepares required logs and/or reports; remains current on all emergency and safety procedures; attends all necessary and required training classes; inventories and assures all safety equipment is present and operational. Attends supervision meetings, unit meetings and other internal and external meetings as assigned.
- (3) Maintains fleet of vehicles for Human Services including ensuring vehicles are clean and receive appropriate maintenance, responsible for maintaining maintenance log.
- (4) Maintains required licensures, certification, and continuing education requirements, if any.
- (5) Meets all job safety requirements and all applicable safety standards that pertain to essential functions.

(6) Performs miscellaneous clerical duties as assigned.

(7) Demonstrates regular and predictable attendance.

(8) Attends staff meetings as assigned.

**OTHER DUTIES AND RESPONSIBILITIES:**

(9) Performs other duties as assigned.

**MINIMUM ACCEPTABLE CHARACTERISTICS**

(\*indicates developed after employment)

**Knowledge of:** \*County, Department, and Division goals and objectives; \*County, Department, and Division policies and procedures; \*personnel rules and regulations; workplace safety; vehicle maintenance; local geographic area; Ohio traffic laws and regulations.

**Skill in:** motor vehicle operation; computer operation; use of modern office equipment; data entry; calculator operation; organization; oral and written communication; customer service.

**Ability to:** Ability to bend, twist, push and lift to assist clients; lift up to 70 pounds; exert up to 20-50 pounds of force occasionally, and 10-26 pounds of force frequently; sit in a normal position for an extended period; endure extended periods of driving; be free of fainting spells, blackouts, dizziness or seizures; carry out instructions in written, oral, or picture form; recognize unusual or threatening conditions and take appropriate action; prepare accurate documentation; maintain records according to established procedures; communicate effectively; operate wheelchair restraints; operate wheelchair lifts; travel to and gain access to work site; develop and maintain effective working relationships; perform job safely; exercise independent judgement and discretion.

**POSITIONS DIRECTLY SUPERVISED:**

None.

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**Agency**

Union County Ohio

**Address**

233 W. Sixth Street

Marysville, Ohio, 43040

**Phone**

937-645-3008

**Website**

<https://www.unioncountyohio.gov/>