

DRIVER

Tompkins County

Department: Mental Health, Public Health

Classification: Non-competitive for County Departments. Competitive-PJC elsewhere

Labor Grade: 7

Approved: 05/20/1983

Revised: 5/12/91; 8/21

By: RP, Commissioner of Human Resources

MINIMUM QUALIFICATIONS:

One year of experience in the operation of motor vehicles which must have included experience in winter driving conditions.

SPECIAL REQUIREMENTS:

Possession of a valid New York State motor vehicle operator license.

Tompkins County is committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

Employees in this class perform three (3) major functions: (1) driving public and mental health clients to and from program sites, (2) assisting program clinical staff during client activities, and (3) collecting and delivering sample specimens to a predetermined location. Incumbents must safely operate a car or van in accordance with all department and motor vehicle traffic laws and must be alert to client behavior at all times. Incumbents also are responsible for minor vehicle maintenance tasks as well as interacting with vendors for more major vehicle repairs. Maintains accurate records concerning vehicle operation and maintenance, and collection of samples. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Operates twelve-to-fifteen passenger van to transport clients to and from program sites;
- Maps out efficient transportation routes;
- Closely observes clients' behavior and condition while traveling and responds appropriately to any client incident enroute;
- Assists clinical program staff in preparing for and conducting client activities;
- Collects, scans, and delivers samples to predetermined locations;
- Monitors performance of a fleet of vehicles and schedules necessary repairs;
- Consults with purchasing department as to most cost-effective vendors for vehicle repairs;
- Performs minor, routine vehicle maintenance tasks;
- Maintains reports on fuel consumption, vehicle repairs, maintenance schedules, etc.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

- Good knowledge of safe driving practices under all weather conditions;
- Good knowledge of the geographic area served;
- Ability to interact effectively with mental health clients in a sensitive manner;
- Ability to work cooperatively with program staff in assisting with client activities;
- Ability to operate a van and other passenger vehicles;
- Ability to accurately scan specimen sample labels to a tablet or other device as required;
- Ability to maintain accurate written records;
- Mechanical aptitude;
- Dependability, mental alertness and courtesy;
- Physical condition commensurate with the demands of the position.