

**CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
AUGUST 21, 2007 AGENDA**

| Subject: | Type: | Submitted By: |
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| POSITION DESCRIPTION UPDATE | RESOLUTION ORDINANCE ♦ RECEIVE/FILE | RITA M. RAMIREZ ASSISTANT CITY ADMINISTRATOR |

SYNOPSIS

A position description for the Special Services Driver position has been created and is attached for your review.

FISCAL IMPACT

This is a part time position and funding was included in the proposed FY 2008 budget for sufficient hours to facilitate operation of the Special Services Transportation Program. A portion of the program expenses, including salaries, will be reimbursed by the State and the City of Ralston.

RECOMMENDATION

Approval.

BACKGROUND

As part of the proposed FY 2008 budget, it is anticipated that the City of La Vista will take over the administrative operation of the Special Services Transportation Program, which is a joint venture with the City of Ralston. An interlocal agreement has already been approved by Council to facilitate this operational change. Because the drivers have been employees of the City of Ralston, La Vista has not had a position description for a driver. A position description had to be created to facilitate the transfer of these employees from Ralston to La Vista.

POSITION DESCRIPTION CITY OF LA VISTA

POSITION TITLE: Special Services Driver
POSITION REPORTS TO: Program Director
POSITION SUPERVISES:

DESCRIPTION:

Under the direction of the Recreation Program Director, is responsible for the safe and efficient operation of the City's special services vehicle in the transportation of elderly and mentally/physically challenged individuals to and from various destinations.

ESSENTIAL FUNCTIONS: (with or without reasonable accommodation)

1. Operates the special services vehicle on a designated schedule and in all types of weather conditions, rain, snow, ice, etc.
2. Operates various tools and equipment in the performance of job duties, including but not limited to simple hand tools, cellular phones and washing equipment or vacuum cleaner used in the general upkeep of the vehicle.
3. Ensures that passengers are safely secured on the special services vehicle by assisting with seatbelts, wheelchair lift and restraining devices, etc.; maintains order on vehicle at all times.
4. Receives calls from clients regarding their travel requests, makes arrangements for pick up times and destinations and determines appropriate time frame for routes and travel schedules.
5. Prepares and maintains various records, including but not limited to, client usage logs indicating client name and address and vehicle check off lists indicating mileage, gas usage and maintenance performed; prepares monthly reports pertaining to records maintained and submits to the supervisor as needed.
6. Collects fares from passengers, issues passenger tickets and provides change when needed; serves as cashier by maintaining cash drawer on vehicle.
7. Physically assists clients as needed in various situations such as boarding and exiting the vehicle, assisting with packages and assisting a client if they stumble or fall.
8. Performs general upkeep of the special services vehicle through a variety of duties, including but not limited to, cleaning and sanitizing the interior and exterior of the vehicle; informs the City's mechanic of any necessary repairs and maintenance needed.
9. Receives citizen complaints and refers individuals to appropriate City official or employee for resolution as needed.
10. Establishes and maintains positive public relations with the general public, senior citizens, physically/mentally challenged individuals, other employees, other governmental agencies and municipal officials.
11. Performs additional duties as directed or as the situation dictates.

ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS

The physical and environmental demands listed here are representative of those that must be met and tolerated by an employee to successfully perform the essential functions of the job.

- Work is performed both indoors and outdoors year round.
- Periodically and during inclement weather, recreation and transportation sites may be dusty, noisy and hazardous.

Note: Physical examination and drug screening tests will follow all conditional offers of employment.

- For work being performed in an office setting, hand-eye coordination is necessary to operate computers and various pieces of office equipment with a satisfactory level of productivity.
- While performing the duties of this job, the employee is occasionally asked to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk and hear.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- Must be able to hear and understand voices at normal conversation levels.
- Incumbents must have the ability to lift up to 45 pounds.

EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE

1. Must possess valid driver's license and must maintain throughout the course of employment.
2. Graduation from high school or GED equivalent.
3. Must be able to obtain a CPR certification, within a timeframe established by the employer. Must maintain certification as required.
4. Must be bondable.

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of and ability to obey traffic laws and regulations and use defensive driving techniques throughout varied weather conditions.
2. Knowledge of and ability to contact sources of assistance in the event of a medical or other emergency.
3. Knowledge of and ability to utilize proper telephone etiquette.
4. Ability to establish and maintain effective working relations with city officials, volunteers, members of the public, employees and patrons.
5. Ability to communicate effectively, both orally and in writing.
6. Ability to prepare and maintain accurate records and reports.
7. Conflict management skills.
8. Ability to learn to operate a variety of vehicles, tools and equipment required in the performance of duties, including but not limited to, the City's special services vehicle, wheelchair lift, cleaning and washing equipment, cellular phone, etc., in a safe and efficient manner.
9. Ability to learn and apply City policies when dealing with inquiries from the general public.
10. Basic mathematical and money-changing skills.
11. Ability to perform job duties efficiently while managing frequent interruptions.
12. Ability to learn the street locations in selected Sarpy and Douglas County areas, including alternative routes in the event of road construction or emergency.
13. Ability to estimate time requirements and follow a designated riding schedule in a safe and timely fashion.
14. Ability to plan and organize a personal work schedule, set priorities and meet deadlines.
15. Ability to effectively deal with elderly and the physically/mentally challenged clients in a patient, tactful and courteous manner.
16. Ability to provide own transportation.
17. Ability to work varying schedules.
18. Ability to consistently maintain regular and dependable attendance on the job.

I have read and understand the requirements of this position description.

Signature

Date