

FEATHER RIVER TRIBAL HEALTH

POSITION DESCRIPTION

**JOB TITLE: TRANSPORTATION DRIVER /
 BUILDING & GROUNDS KEEPING MAINTENANCE**

Grade: 4/5

Reports to:	Associate Facilities Director	Department:	Facilities
Classification:	Non-Exempt	Supervises:	None

POSITION SUMMARY:

This individual is responsible for transporting eligible patients and assisting in the building and grounds keeping maintenance of the organization's facilities, equipment, and vehicles.

ESSENTIAL FUNCTIONS:

1. Transports eligible patients to and from specified destinations for scheduled appointments, as outlined by the Motor Vehicle Policy and Transportation Policy of the organization.
2. Picks up and delivers packets of information and supplies as requested.
3. Participates in scheduling of transports with supervisor or transportation coordinator.
4. Maintains a clean driving record on and off duty.
5. Makes repairs and renovations to organization's facilities and equipment as required.
6. Maintains an accurate mileage log for each of the organization's vehicles.
7. Inspects organization's vehicles on a routine basis, as outlined in the Motor Vehicle Policy.
8. Submits to a drug screen upon request, as outlined in the Motor Vehicle Policy.
9. Documents and tracks work orders utilizing web-based maintenance management software program.
10. Performs grounds keeping duties as assigned. General lawn and shrub care. Irrigation system maintenance.

ADDITIONAL RESPONSIBILITIES:

1. May be required to provide emergency assistance to agency vehicles as needed.
2. Periodically tests all emergency systems.
3. Provides back-up to Nutrition Coordinator to transport participants of Senior Nutrition Program, as outlined in organization's Policies and Procedures.
4. Maintains a current CPR certificate.
5. Attends all trainings and meetings as required.
6. Performs maintenance tasks as assigned.
7. Act as a part of the facility's safety/emergency response team as assigned by the Safety Officer.
8. Assist with a variety of duties in order to meet the needs of the department on an as needed basis.
9. Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential function.

1. Ability to maintain a pleasant attitude and appearance at all times.
2. Ability to meet deadlines and complete assigned projects in a timely, efficient manner.
3. Demonstrate awareness, sensitivity and appreciation of Indian culture, traditions, customs and socioeconomic needs.
4. Ability to be prompt and efficient with minimal absences.
5. Ability to provide an updated proof of insurance form to the organization annually.
6. Ability to meet the requirements of the Motor Vehicle Policy on a continuous basis.
7. Knowledge of general vehicle and grounds keeping equipment maintenance and repairs.
8. Knowledge of general facility maintenance and repairs.

- 9. Ability to work independently and productively.
- 10. Knowledge of word processing and basic computer skills
- 11. Must be able to maintain a clean driving record.

EDUCATION AND EXPERIENCE:

- 12. High school graduate or equivalent.
- 13. At least one (1) year of experience as a vehicle driver.
- 14. Clean driving record with no major violations within the last five (5) years.
- 15. Must meet the insurance carrier's requirements for coverage.
- 16. Human relation skills to deal effectively with patients, staff and visitors.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disability to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel; reach with hands and arms, stoop, kneel or crouch; and talk and hear within normal range. The employee is frequently required to stand, walk, sit, climb, or balance and use taste and smell senses. The employee must regularly be able to lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. This position involves moderate to loud noise levels. This position is physically and emotionally challenging. There is a high degree of stress. Ability to deal with time constraints and emotional stress and exposure to body fluids and viruses are also essential functions of this job.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to odors and airborne particles. The noise level in the work environment is usually moderate.

Reasonable accommodations will be given to qualified disabled applicants pursuant to Section 501 of the Rehabilitation Act of 1973, 29 U. S. Code 791, Title 29, and the Americans with Disabilities Act (ADA).

Reviewed Job Description:

Employee Printed Name: _____

Employee: _____

Date: _____

Supervisor: _____

Date: _____

Executive Director: _____

Date: _____
