

**CLASSIFICATION SPECIFICATION**

**CITY OF AVON**

An Equal Opportunity Employer

**TITLE:** Transit Driver/Maintenance

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**JOB RESPONSIBILITIES:**  
Performs other related duties as required

Operates small bus (non-CDL) or transit van to transport senior passengers to various destinations in accordance with designated routes; assists seniors and disabled persons with entering and exiting the vehicle; maintains records in accordance with applicable policies and procedures; cleans and maintains building(s) and grounds at Senior Center and repairs facilities; cleans and details departmental vehicles; prepares and submits work-related records. Performs other duties as required.

**QUALIFICATIONS:**

Must possess a valid State of Ohio driver's license with less than four (4) points for violations, and be and remain insurable under the City's vehicle insurance plan; possess or have the ability to obtain and maintain Basic First Aid Certification. Two (2) years of transportation experience preferred. Completion of secondary education (high school or GED), supplemented by maintenance and trade courses, plus prior building and grounds maintenance experience, or equivalent; must pass a criminal background check.

**LICENSE, CERTIFICATE, OR REGISTRATION REQUIREMENTS:**

State of Ohio's driver license.

<b>% OF TIME</b>	<b>ILLUSTRATIVE DUTIES:</b> (The duties listed below are intended to depict tasks performed by this classification.)	<b>KNOWLEDGE, SKILLS, AND ABILITIES:</b> (Minimal necessary to perform duties) [*Indicates developed after employment]
5%	1. Performs daily safety inspections of vehicle(s) prior to scheduled transports to ensure the proper condition and quality of the vehicle (e.g., checks fluid levels, tire condition, air levels, restraints, wheelchair lift, etc.); verifies that radio is operational and that first aid/safety equipment is present; cleans vehicle so that it is free from dirt and debris, and in proper condition for transports; reports necessary vehicle maintenance and repair as appropriate.	1. <b>Knowledge of</b> (1) City and departmental policies and procedures; * (2) safety practices and procedures; <b>skill in</b> (3) motor vehicle inspection and operation; <b>ability to</b> (4) carry out detailed but basic written or oral instructions, (5) recognize unusual or threatening conditions and take appropriate action, (6) exercise independent judgment and discretion, (7) complete routine forms, (8) work alone on most tasks, (9) operate wheelchair restraints, (10) operate wheelchair lift, (11) travel to and gain access to work sites.
60%	2. Operates motor vehicle (non-CDL small bus or transit van) to transport individuals to scheduled locations in a safe, pleasant and	2. <b>Knowledge of</b> (1), * (2), (12) traffic laws governing motor vehicle and transportation operations, (13) two-way radio

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Developed by

Clemans, Nelson & Associates, Inc.

**Approval Date** \_\_\_\_\_

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<b>% OF TIME</b>	<b>ILLUSTRATIVE DUTIES:</b> (The duties listed below are intended to depict tasks performed by this classification.)	<b>KNOWLEDGE, SKILLS, AND ABILITIES:</b> (Minimal necessary to perform duties) [*Indicates developed after employment]
5%	<p>2. (continued) timely manner; meets scheduled arrival and departure times; assists passengers with boarding or exiting the vehicle; safely operates the wheelchair lift and safely secures disabled individuals in the vehicle; loads packages for passengers; ensures that all persons and belongings are secured prior to commencing transport. Initiates and responds to radio contact with senior center as appropriate; responds to additional calls for transport. Maintains order and safety among passengers. Determines and takes appropriate action in potential or real medical emergency situations; administers basic first aid as needed. Documents accidents and/or incidents in accordance with established procedures.</p>	<p>2. (continued) operations, (14) local geographical area, (15) basic first aid, (16) motor vehicle operation; <b>skill in (3); ability to (4), (5), (6), (7), (8), (9), (10), (11), (17) read and utilize maps, (18) respond to routine inquiries from the public and/or officials, (19) communicate effectively, (20) recognize safety warnings, (21) lift, position, and move individuals according to established procedures, (22) operate wheelchair restraints, (23) operate wheelchair lift.</b></p>
10%	<p>3. In accordance with applicable policies and procedures, maintains a variety of records regarding vehicle maintenance and transport activities (e.g., mileage logs, transport schedules, inspection checklists, maintenance requests, etc.).</p> <p>4. Performs a variety of unskilled and semi-skilled tasks in order to clean and maintain Senior Center facilities (e.g., cleans bathrooms, counters and floors, empties trash and recycling containers, performs routine maintenance and minor repairs; contacts service providers as necessary etc.); inspects, maintains, and repairs equipment in order to ensure safe operation.</p>	<p>3. <b>Knowledge of (1),* (2), (14); skill in (3); ability to (4), (6), (7), (8), (11), (17), (18), (19), (24) perform basic addition and subtraction.</b></p> <p>4. <b>Knowledge of (1),* (2), (16), (25) building and grounds maintenance and repair practices, methods, tools, and equipment, (26) division policies and procedures;* ability to (27) follow detailed instructions, (28) perform heavy manual labor for extended periods of time in often adverse conditions, (29) develop and maintain working relationships with co-workers, supervisors, and the general public; skill in (30) the use and care of hand and power tools and shop equipment, (31) the operation of light motorized equipment.</b></p>

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<b>% OF TIME</b>	<b>ILLUSTRATIVE DUTIES:</b> (The duties listed below are intended to depict tasks performed by this classification.)	<b>KNOWLEDGE, SKILLS, AND ABILITIES:</b> (Minimal necessary to perform duties) [*Indicates developed after employment]
10%	5. Performs a variety of unskilled and semi-skilled tasks in order to maintain Senior Center grounds (e.g., mows grass, cuts brush, picks up litter, maintains landscaping, repaints trash containers, shovels walks and entry ways to remove snow, etc.); inspects, maintains, and repairs equipment in order to ensure safe operation.	5. <b>Knowledge of</b> (2), (26),* (32) building and grounds maintenance and repair practices, methods, tools, and equipment; <b>ability to</b> (27), (28), (29); <b>skill in</b> (30), (31).
5%	6. Prepares and submits records of work completed, time spent, materials used, etc.	6. <b>Knowledge of</b> (26);* <b>ability to</b> (32) prepare accurate documentation.
5%	7. May perform a variety of semi-skilled and skilled tasks in order to maintain and the Senior Center building and facilities (painting, plumbing, carpentry, etc.)	7. <b>Knowledge of</b> (2), (25), (26);* <b>ability to</b> (16), (27), (28), (33) collect, analyze, and interpret data; <b>skill in</b> (28).

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