



CERTIFIED
March 10 2016
By Webb County
Civil Service Commission

Driver/Custodian
Community Action Agency-Community Social Service

CAA-CSS/1
Pay Grade: N/A

JOB SUMMARY

Driver/Custodian reports directly to the Community Support Services Manager and is responsible to the position demands on a high level of cleanliness and orderly arrangement of C.A.A. property; and will handle delivery of documents, information and transporting C.A.A. clients to Community Centers and any other duties assigned by the Program Manager.

MAJOR DUTIES

- Responsible for transportation of C.S.S. clients who need this service to and from the neighborhood centers.
- Will maintain C.A.A. Van/Vehicle in proper condition, insuring all maintenance is in place and up to date.
- Sweep, mop, mow lawns (at neighborhood centers), periodically wash, clean and polish- vehicle(s), glass, furniture and wall fixtures.
- Remove trash from buildings for proper disposal.
- Keep daily records of travel mileage and gas consumption.
- Will work and assist other C.A.A. programs/departments as needed.
- Perform other duties assigned by Program Manager/Supervisor.
- Performs any other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Ability to communicate in English and Spanish.
- Knowledge of Webb County service areas, preferred.
- Able to work flexible schedules and follow standard program procedures.
- Abilities to work with other department(s) personnel.

- Required to have both written and verbal communication skills.
- Required that he/she maintain all local, state and federal qualifications for the position of Driver/Custodian on an annual basis.
- Capable of working irregular hours when necessary and often standing for long periods of time.
- Must have ability to manage time effectively and efficiently; and good interpersonal skills.

SUPERVISORY CONTROLS

Position will be supervised directly by the Support Service Manager. Must work under general supervision, except where standard practice enables him/her to proceed alone for routine work.

GUIDELINES

Guidelines include program policies and procedures and traffic laws. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of transporting C.A.A. clients to centers. Driving and the safety of clients along with occasional heavy traffic contribute to the complexity of the position.
- The purpose of this position is to assist the department by transporting clients, delivering information/picking up documentation and being able to perform other assigned duties.

CONTACTS

- Contacts are typically with co-workers, program participants, volunteers, and members of the general public.
- Contacts are typically to provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- Must be able to sit or stand for prolonged periods of time.
- Must be able to lift 50 lbs.
- Must be able to work outdoors as needed.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Must have a High School Diploma or GED from an accredited institution.
- Some knowledge/experience in driver/custodian, preferred.
- Minimum of two (2) years' experience as driver or custodian, preferred.
- Driving fifteen (15) passenger vehicles preferred.

OTHER REQUIREMENT/INFORMATION

- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.
- This position *is covered* by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County policies.

ACKNOWLEDGEMENT

The undersigned have, read, discussed and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

Employee's Signature

Print Name

Date

Supervisor's Signature

Print Name

Date