

CHAUFFEUR

DISTINGUISHING FEATURES OF THE CLASS: The role is responsible for the safe and efficient operation and maintenance of passenger vehicles, transporting children/families, as well as providing appropriate assistance to support the mobility needs of elderly individuals and persons with disabilities participating in facility programs. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Operate specially-equipped or regular motor vehicle for transport of individuals with disabilities, children and/or families;
Assists in scheduling of transportation needs of facility;
Assumes responsibility for cleaning of assigned vehicles, and for regular service and preventive maintenance;
Assist program participants in moving about within buildings where activities are scheduled;
Assist participants with raingear, coats, etc., in inclement weather;
During periods between scheduled activities, perform light cleaning duties and run errands;

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS: Good knowledge of safe driving practices, and of traffic laws and regulations; ability to make minor repairs to light motor equipment; ability to relate well to the elderly and the disabled; mental alertness; tact and courtesy, integrity; good judgment.

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 disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

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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.

The noise level in the work environment is moderately quiet.

MINIMUM QUALIFICATIONS: Possession of an appropriate valid New York State Driver's License.

Special Requirements for appointments in Department of Social Services: Successful completion of a background investigation will be required prior to appointment.

NOTE: If the vehicle is under 18,000 gross weight then it is in Class 5.

Non-Competitive Class

Adopted 10/7/77

Revised 9/2/90, 4/29/98, 10/24/22, 5/28/26, 5/29/26

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.