

Please Post Conspicuously

OTSEGO COUNTY HAS THE FOLLOWING VACANCY:

Dept. of Social Services
Motor Vehicle Operator (P/T)
\$12.6639/hr.

DATED: October 24, 2011

LAST DAY FOR FILING: November 4, 2011

EOE

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the safe and efficient operation of a light motor vehicle such as a station wagon, pick-up truck or van in transporting passengers, mail, supplies or equipment. A Motor Vehicle Operator works under the supervision of a higher-ranking departmental employee and carries out the assigned duties in accordance with established policies and procedures; does related work as required.

TYPICAL WORK ACTIVITIES:

- Operates a light motor vehicle transporting passengers to and from medical appointments, on shopping trips, etc.
- Assists passengers in boarding or leaving the vehicle
- Assists on general shopping and grocery trips by performing such duties as loading and unloading packages and groceries
- Performs a variety of errands requiring the use of light motor vehicle including the delivery of emergency checks, forms, etc.
- Inspects vehicle to make sure it is in safe operating condition
- Washes and cleans vehicles and keeps them filled with gasoline and oil
- Keeps accurate records of all phases of vehicle operation including a daily mileage log, record of passengers, destinations, etc.
- May watch children while parents are at appointment
- May perform miscellaneous clerical or cleaning chores when not operating a motor vehicle

FULL PERFORMANCE, KNOWLEDGE, SKILLS, AND ABILITIES:

Good knowledge of the geography and traffic laws of the area; ability to operate an automobile or light delivery truck; ability to understand and follow simple oral and written instructions; willingness to perform routine manual tasks; dependability; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: One year of experience in the operation of a light motor vehicle such as pick-up or panel truck, station wagon or automobile.

SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATIONS: Possession of an appropriate, valid license by the New York State Department of Motor Vehicles at time of appointment.

Approved Otsego Co. CS – 1/13/87
CLASSIFICATION: Non-Competitive

Applications available at the Otsego County Personnel/Human Resources Office, 183 Main Street, Cooperstown, NY 13326 or online at www.otsegocountyemployment.com