POSITION VACANCY ANNOUNCEMENT

REVISED

Position: Transit Operator (PT)
Department: Senior Center
Starting Salary: $11.08

Posting Date: May 3, 2019
Closing Date: Until Filled
FLSA Status: Non-Exempt

Job Summary:
This position is responsible for providing transportation and assistance to Senior Center clients.

Major Duties:

- Operates a van to pick up and transport citizens to and from the Senior Center and various locations throughout the county.
- Assists people on and off the bus.
- Assists seniors with needs upon arrival at senior center.
- Performs quick safety check of the vehicle including all lights, gas levels, and fluid levels.
- Reports any mechanical problem to supervisor. Assists in kitchen if no food route.
- Cleans, sweeps, and mops the bus. Unloads trucks of supplies and stores supplies.
- Prepares paper work.
- Organizes cat and dog food.
- Performs other jobs as assigned by supervisor such as picking up mail and delivering bills.
- Performs other related duties as assigned.

Minimum Qualifications:

- Must satisfactorily complete a background check, drug test and pre-employment physical
- At least one (1) year experience in related field.
- Knowledge of defensive driving techniques.
- Knowledge of proper body mechanics and proper lifting techniques.
- Knowledge of county layout and ability to locate clients for pickup and return.
- Skill in safe driving in all types of weather and traffic conditions.
- Ability to effectively communicate both orally and in writing by giving and receiving directions.
- High school diploma or GED
- Possession of a valid driver's license issued by the State of Georgia for the type of vehicle operated.
- Excellent driving record.

The successful candidate must complete a Background/Reference Check, Pre-Employment Drug Screening and 3-year MVR prior to the start of employment.

Habersham County is a Drug Free Workplace and an Equal Opportunity Employer.

To Apply: All applicants must complete a Habersham County employment application. Applications can be found online at www.habershamga.com. Applications and a detailed job description can be picked up at the Habersham County Human Resources Department, Administration Building located at 130 Jacob's Way, Clarkesville, GA 30523 in room 301. For more information please call (706) 839-0214.