

POSITION DESCRIPTION| Class Number | Class Title| Position Control Number

| UNIT OR OFFICE

54441C | Transportation Service Worker I

| Transportation Department

Do not write in shaded area

| COUNTY OF EMPLOYMENT

| State Agency County Agency New Position Change| OTTAWA

| USUAL WORKING TITLE OF POSITION

| POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR

| **Transportation Service Worker I**| *Transportation Operations Manager*

| NORMAL WORKING HOURS (Explain unusual or rotating shift).

| *Varied, some evenings and weekends***JOB DESCRIPTION AND WORK CHARACTERISTICS**

| %

| Job Duties in order of Importance

| Minimum Acceptable Characteristics

Under general supervision of the transportation operations manager operates motor vehicles or other tasks related to transportation services.

DUTIES:

1. Operates small motor vehicles (e.g. car, mini-van, van) to transport students, residents, patients, eligible OCBMRDD consumers, staff and other county residents to and from homes, businesses, institutions and offices according to an established schedule.
2. Abide by state and local laws and policies adopted by the operating board concerning:
 - Route sheets
 - Vehicle Maintenance
 - Evacuations
 - Behavior Management
 - Certification
 - Passenger courtesy
 - Reports and logs
3. Assist passengers with special needs in and out of vehicles or with medical or behavioral intervention, including those with mobility devices.
4. Provide adequate notice of schedule changes due to sickness or other absence or delay so that a substitute can be secured.
5. Assist Transportation Service Worker II with loading, unloading and maintaining order during operation of busses requiring extra assistance, as scheduled by administration.
6. Adhere to policies and standards of the Ottawa County Board of MD/DD, the Ottawa County Transportation Agency and the Board of County Commissioners, as appropriate.
7. Maintains professional ethics in keeping with the confidentiality of information and material accessed.
8. Communicates Board philosophies and activities in a positive manner.
9. Perform other duties as assigned by supervisor.

| List Position Numbers and Class Titles of positions supervised.
| If more than eight, list totals only.

| SIGNATURE OF AGENCY REPRESENTATIVE

| DATE

| AGENCY
| Ottawa County Transit Board

POSITION DESCRIPTION

| DIVISION OR INSTITUTION
| _____

<u>Class Number</u> 54441C	<u>Class Title</u> Transportation Service Worker I	<u>Position Control Number</u> 	<u>UNIT OR OFFICE</u> Transportation Department
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Do not write in shaded area

<input type="checkbox"/> State Agency <input checked="" type="checkbox"/> County Agency <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Change	<u>COUNTY OF EMPLOYMENT</u> OTTAWA
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<u>USUAL WORKING TITLE OF POSITION</u> Transportation Service Worker I	<u>POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR</u> <i>/ Transportation Operations Manager</i>
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<u>NORMAL WORKING HOURS</u> (Explain unusual or rotating shift). <i>/ Varied, some evenings and weekends</i>

<u>JOB DESCRIPTION AND WORK CHARACTERISTICS</u>		
%	Job Duties in order of Importance	Minimum Acceptable Characteristics

SKILLS, KNOWLEDGE, AND PERSONAL CHARACTERISTICS:

1. Positive commitment to the mission of the integrated transportation team and to the needs of passengers, drivers, and volunteers and to individuals enrolled in the Ottawa County Board of MR/DD.
2. Demonstrated ability to work safely in a high-risk environment where errors could also endanger others.
3. Experience working with the public and track record of staying friendly and having a professional appearance.
4. Knowledge of reading a map and ability to follow directions.
5. Ability to appropriately secure mobility devices.
6. Proactive and creative. Ability to define problems and draw valid conclusions. Ability to handle passengers of various backgrounds and needs.

QUALIFICATIONS:

1. High school diploma or GED.
2. Valid Ohio Drivers License. Safe driving record. Defensive driving course.
3. Acceptance of Criminal Background Investigation.
4. May be requested to lift, carry or move wheelchairs and individual enrollees, including adults and children in a safe manner.

List Position Numbers and Class Titles of positions supervised. If more than eight, list totals only.	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
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| COUNTY OF EMPLOYMENT

| OTTAWA

| USUAL WORKING TITLE OF POSITION

| POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR

| **Transportation Service Worker I**| *Transportation Operations Manager*

| NORMAL WORKING HOURS (Explain unusual or rotating shift).

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| Job Duties in order of Importance

| Minimum Acceptable Characteristics

Essential Job Functions:

Drive vehicles. Qualified to drive under county guidelines. May be exposed to aberrant and dysfunctional behaviors that may be potentially harmful. Speak on radio. Perform First Aid and CPR. Lift 35 pounds. Have sight, hearing, smell, and range of motion and physical ability to do duties of Transportation Service Worker I.

Conditions of Employment:

Negative result on pre-employment drug/alcohol screening. Negative result on random testing post-employment and post-accident necessary to maintain employment.

This position is NON-EXEMPT according to Fair Labor Standards.

Signature of Associate_____
Date| List Position Numbers and Class Titles of positions supervised.
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| SIGNATURE OF AGENCY REPRESENTATIVE

| DATE