



## VACANCY ANNOUNCEMENT

### DRIVER - MAGIC CARPET/DIAL-A-RIDE

Hours of work: 3p.m.-11p.m. – 4 weekdays, Saturdays 7a.m-2p.m or  
2p.m-9p.m

Hourly Rate: \$14.75 - \$16.22

TOWN OF ENFIELD

JOB DESCRIPTION

SOCIAL SERVICES

**DRIVER (Full Time, Part Time, Substitute)**

**GENERAL STATEMENT OF DUTIES:** Responsible for transporting the general public including senior citizens and handicapped persons by bus and other Town vehicles.

**SUPERVISION RECEIVED:** Works under the direction of the Bus Coordinator.

**SUPERVISION EXERCISED:** None

**ESSENTIAL JOB FUNCTIONS:** Regular and punctual attendance; drives a variety of Town vehicles primarily bus; operates two-way radio/cell phone; collects fees; responsible for the cleanliness of the vehicles; responsible for bringing vehicle in for maintenance.

**OTHER JOB FUNCTIONS:** May on occasion drive for other Town departments; performs related work as required.

**PHYSICAL DEMANDS:** 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 of this job.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms, climb, balance, stoop, kneel, crouch, crawl, stand, walk, talk, and hear.

The employee must frequently lift up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**WORK ENVIRONMENT:** The work 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 individual with disabilities to perform the essential functions of the job.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration.

The noise level in the work environment is usually moderate to loud.

#### **MINIMUM QUALIFICATIONS:**

**KNOWLEDGE, SKILL AND ABILITY:** Skill in the operation of a variety of vehicles; knowledge of traffic laws, ordinances and rules involved in vehicle operation; ability to operate a two-way radio/cell phone; ability to understand and follow oral and written instructions and maps; considerable ability to understand and deal with the general public.

**EXPERIENCE AND TRAINING:** Possession of valid CDL license Class B with P and F endorsements prior experience as a driver.

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities that comprise this position.  
Revised: 6-18-12

---

---

---

**The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application process, please contact the Human Resources Department. EOE/AA/M/F**

---

---