



## POSITION DESCRIPTION

**Position Title:** Driver  
**Position Number:** 1748  
**Level / Grade:** A1 / 1  
**FLSA Status:** Non-Exempt

### GENERAL DESCRIPTION OF DUTIES

Performs entry-level technical work in the Leisure Services Department. Drives, maintains, and fuels vehicles to provide service to the patrons of the City Transportation Program. Work is performed under close supervision with minimal latitude for the use of initiative and independent judgment.

### ESSENTIAL JOB FUNCTIONS

*Because it is difficult if not impossible to present a finite list of every possible function to be performed by employee, the City of Wilton Manors reserves the right in its sole and absolute discretion to modify and update this job description and to ask employee to perform tasks beyond the duties presented herein. In the event a change is necessary to update the essential functions of the job, the City will provide as much notice as practicable to the employee.*

- Drives, maintains, and fuels vans and sedans
- Uses City-issued radio, cell phone, and/or other assigned equipment as required
- Operates vehicles according to schedule
- Performs pre-trip and post-trip inspections and basic vehicle maintenance; inflates tires and adds fluids as needed
- Cleans interior and exterior of vehicles including washing, vacuuming, sweeping, mopping, deodorizing, and cleaning windows
- Communicates mechanical service needs, passenger feedback, and route problems to management
- Announces stops and pick-up points to passengers verbally at a level that can be clearly heard by all passengers
- Completes paperwork as required
- Helps passengers as appropriate; assists disabled passengers including, but not limited to, loading and unloading passengers in wheelchairs
- Records passengers boarding and departing vehicle
- Performs other duties as assigned and/or required

**EDUCATION AND EXPERIENCE**

**Minimum Qualifications**

*Any combination of training and experience which would provide required knowledge, skills, and abilities are qualifying. A typical way to obtain the required qualifications would be:*

High school diploma or GED, supplemented by a minimum of one (1) year experience in bus transportation. An equivalent combination of education, certification, training, and/or experience may be considered.

Must have a State of Florida Class E or higher driver's license. Driving history must reflect no traffic citations for two (2) years prior to the date of application.

*Wilton Manors is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Wilton Manors will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*