

Sierra County Job Classification

Class Title: Driver
Extra Help / On-Call / Hours Varied

Class Code: 4- Topography D

Status:

DEFINITION

Under direct supervision, employees of this class are responsible for transporting clients of the Sierra County Human Services Agency.

REPORTS TO

To be designated by Department Manager

CLASSIFICATIONS SUPERVISED

None

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

- Read and follow the Sierra County Vehicle Policy
- Accept assignments on a prearranged and on-call basis
- Transport clients in County vehicle to assigned locations
- Follow directions of Sierra County staff
- Refuel vehicle
- Report any discrepancies in vehicle operation
- Perform related duties as assigned

TYPICAL PHYSICAL REQUIREMENTS

Operate a vehicle
Sit for extended periods of time

TYPICAL WORKING CONDITIONS

Must be willing to drive on mountainous roads, in city traffic, and under various weather conditions.

DESIRABLE QUALIFICATIONS

The successful candidate would possess a combination of the following related education and experience:

- High School Education 2 points
- College Education, 2 points per year 12 points max
- Substantial relevant work experience, with Progressive advancement 20 points max

- In addition, the successful candidate should possess the Following knowledge and special skills: 4 points max
 - Provide a current DMV driving record
 - Possess a valid Class C driver's license
 - Be 21 years of age at time of appointment
 - Have an excellent driving record

Minimum points needed for consideration for employment : 5

This class specification lists the major duties and requirements for this position and is not an all-inclusive list. Employees in this position may be expected to perform additional job duties related to those set out above and to the types of activities and functions of the employing department and may be required to have additional job related knowledge and skills.

Ability to:

- Follow written and oral directions and instructions
- Exercise sound judgement
- Establish and maintain cooperative working relationships with agency staff

TRAINING AND EXPERIENCE:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying.

EDUCATION:

Graduation from an accredited secondary school, or a GED

SPECIAL REQUIREMENTS:

Possession of a valid driver's license at the time of application and maintained throughout employment is a requirement for hiring and retention.

I. ESSENTIAL FUNCTIONS (ADA)

PHYSICAL REQUIREMENTS:

Frequency: This factor includes the frequency to which the task appears while performing the overall job.

A=Rarely (Once or twice, or never performed)

E=Daily (From 0-1 hours per day)

B=Seldom (On a quarterly to yearly basis)

F=Daily (From 1-4 hours per day)

C=Occasionally (On a monthly/bi-monthly basis)

G=Daily (From 4-8+ hours per day)

D=Frequently (On a weekly basis)

ACTIVITY			FREQUENCY							
			A	B	C	D	E	F	G	
1.	CLIMBING	Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like using feet and legs and/or hands and arms.	X							
2.	STOOPING	Bending body downward and forward by bending spine at waist.	X							
3.	KNEELING	Bending legs at knee to come to rest on a knee or knees.	X							
4.	CROUCH	Bending the body downward and forward by bending leg and spine.	X							
5.	CRAWLING	Moving about on hands and knees or hands and feet.	X							
6.	REACHING	Extending hand(s) and arm(s) in any direction.	X							
7.	STANDING	Standing for long periods of time.		X						
8.	WALKING	Moving about on foot.					X			
9.	SITTING	Sits for extended periods of time.						X		
10.	PUSHING	Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.		X						
11.	PULLING	Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.		X						
12.	FINGER DEXTERITY	Picking, pinching, typing, or otherwise primarily working with fingers rather than the whole hand or arm.			X					
13.	GRASPING	Applying pressure to an object with the fingers and palm.					X			
14.	FEELING	Perceiving attributes of objects, such as size, shape, temperature, texture, by touching with skin		X						
15.	TALKING	Expressing or exchanging ideas by means of the spoken word.								X
16.	HEARING	Receive detailed information through oral communication.				X				
17.	BALANCING	Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces (exceeds that needed for ordinary locomotion and maintenance of body equilibrium).						X		

II. ESSENTIAL FUNCTIONS (ADA)

VISUAL REQUIREMENTS:

Frequency: This factor includes the frequency to which the task appears while performing the overall job.

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E=Daily (From 0-1 hours per day)

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F=Daily (From 1-4 hours per day)

C=Occasionally (On a monthly/bi-monthly basis)

G=Daily (From 4-8+ hours per day)

D=Frequently (On a weekly basis)

ACTIVITY		FREQUENCY						
		A	B	C	D	E	F	G
1.	Work performed requires the ability to see distances under 12 inches.						X	
2.	Work performed requires the ability to see at an arm's length.						X	
3.	Work performed requires the ability to see distances over 20 feet.						X	
4.	Work performed requires the use of both eyes (field of vision).						X	
5.	Work performed requires the ability to distinguish basic colors.						X	
6.	Work performed requires the ability to distinguish shades of color.						X	
7.	Work performed requires depth perception.						X	

OTHER FUNCTIONAL REQUIREMENTS:

ACTIVITY		FREQUENCY						
		A	B	C	D	E	F	G
1	Operates truck, tractor motor vehicle, forklift or other moving equipment.						X	
2	Repetitive use of foot control.							
	right only							
	left only							
	both						X	
3	Repetitive use of hands.							
	right only							
	left only							
	both						X	

III. ESSENTIAL FUNCTIONS (ADA)

WORKING CONDITIONS:

Frequency: This factor includes the frequency to which the task appears while performing the overall job.

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F=Daily (From 1-4 hours per day)

C=Occasionally (On a monthly/bi-monthly basis)

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ACTIVITY		FREQUENCY						
		A	B	C	D	E	F	G
1.	Works outside in various types of weather.					X		
2.	Works inside.				X			
3.	Works in extreme cold, below 32 degrees F, for more than 1 hour.		X					
4.	Works in extreme heat, above 100 degrees F, for more than 1 hour.		X					
5.	Worker is subject to vibration (oscillating movements of the extremities or whole body).						X	
6.	Works in excessive humidity.		X					
7.	Works in a dry atmosphere.		X					
8.	Works in environment with constant noise (to cause worker to shout to be heard).		X					
9.	Exposed to dust.		X					
10.	Exposed to silica.		X					
11.	Exposed to fumes, smoke, or gases (anesthetic gases, ethylene oxide, etc.)	X						
12.	Exposed to grease and oils (air and/or skin exposure).		X					
13.	Exposed to electrical energy.	X						
14.	Exposed to pesticides.	X						
15.	Exposed to solvents or other chemicals. (Specify types of chemicals--air and/or skin exposure)	X						
16.	Works on slippery or uneven surfaces.		X					
17.	Works around machinery with moving parts or stationary equipment.	X						
18.	Works around moving objects or vehicles.						X	
19.	Works on ladders or scaffolding.	X						
20.	Works below ground.	X						
21.	Works with hands in water.	X						
22.	Works in confined spaces.	X						
23.	Other - Specify							

IV. ESSENTIAL FUNCTIONS (ADA)

PHYSICAL EXERTION:

<i>ACTIVITY</i>	<i>WEIGHT/HOURS PER DAY</i>						
	Up to 10 lbs.	11-25 lbs.	26-50 lbs.	51-75 lbs.	76-100 lbs.	Over 100 lbs.	# hours per day
1. LIFTING		X					< 1 HR.
2. CARRYING		X					< 1 HR.
3. PUSHING		X					< 1 HR.
4. PULLING		X					< 1 HR.
5. REACHING		X					< 1 HR.
6. OTHER (Specify)							