



## JOB DESCRIPTION

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**TITLE:** Senior Center Van Driver / Part-Time Custodian  
**DEPARTMENT:** Public Works – Facilities  
**GRADE:** 7  
**FLSA:** Non-exempt  
**EEO DESIGNATION:** Service Maintenance  
**REVISION DATE:** 07/15/2015

### **POSITION SUMMARY**

This position is responsible for the transportation of senior citizens to various activities and locations; this also includes assisting senior citizens in and out of the City van. This position also performs building custodial cleaning and maintenance work as assigned; performs emergency minor equipment and facilities repair work under direction, looks for and reports safety concerns and issues.

### **ESSENTIAL FUNCTIONS:**

- Perform driving duties for Senior Citizens.
- Able to work well with people.
- Work flexible schedules to accommodate various senior citizen activities and events at the Senior Center.
- Assist individuals with special physical needs getting in and out of the van.
- Empty waste baskets.
- Vacuum
- Sweep, dust, mop.
- Clean restrooms.
- Clean windows.
- Open and closes buildings according to schedule; guards against vandalism and unlawful entry. Check the security of building and individual office spaces.
- Assists with the removal of snow.
- Inspects areas for safety hazards.
- Performs other related duties as directed.

### **MINIMUM QUALIFICATIONS:**

High school diploma, GED or equivalent education or work experience required. Must be able to lift 50 pounds. CDL Class B is preferred.



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### **KNOWLEDGE, SKILLS AND ABILITIES**

1. Able to work well with people and be comfortable working in a Senior Citizen Center. Be able to work comfortably with Senior Citizens.
2. Able to assist individuals with special physical needs getting in and out of the City van.
3. Demonstrated ability to be sensitive to the needs of senior citizens.
4. Some knowledge of methods, materials and equipment used in custodial and grounds repairs and recognize need for repairs.
5. Must be able to follow specific and general instructions; learn and follow standard safety practices and procedures related to cleaning solutions.
6. Must be able to understand and follow oral instructions and be able to communicate effectively both verbally and in writing.
7. Must be able to develop and maintain effective working relationships with other employees and interact with the general public in a manner that demonstrates respect, integrity, courtesy and kindness.
8. Must possess the ability to perform the physical work required and organize assigned work and develop effective work methods.

### **WORKING CONDITIONS AND PHYSICAL DEMANDS:**

Continuous physical effort required in performing duties requiring sitting, driving, walking, standing, lifting, climbing stairs, stooping, bending, twisting and other movements. Also, must have the ability to verbally communicate with others and the vision and hearing necessary in order to operate a vehicle and to interact with passengers.

*The City of Draper is an equal opportunity employer without regard to race, color, religion, national origin, disability, genetic information, sex or age.*

*The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all job-related duties and responsibilities that an employee may perform. An employee in this position will be required to perform any other job-related duties required by their supervisor. This job description is not intended to and does not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.*