



Position Title: Van Driver
Department: Town of North Reading, Department of Elder Affairs
Reports to: Mary Prenney, Director of Elder Affairs
Hours: Part-time (19) hours
Date: November 1, 2021
Salary: \$15.45 per hour

An integral member of Elder Affairs staff, this person will have an overall working knowledge of the missions, programs, services and activities conducted by or through North Reading Elder Affairs (O'Leary Senior Center). S/he will understand that the transportation program is designed for the safe pick up and return of all clientele to their homes (and at times a separate destination) and performing daily van maintenance. The position is part-time with a maximum of 19 hours per week. S/he must be flexible at times, in hours and days worked. Supervision for transfers on/off the van and safe transport at all times are critical components of this job.

Requirements:

- Ability to relate, communicate and work well with seniors, staff, volunteers and the public at large
- Flexibility to work in changing situations and emergency conditions
- Light computer work
- Meet various physical activity requirements (lifting, carrying, reaching, pulling and bending)
- Must possess high ethical standards, always respect the position of public office and observe the highest level of confidentiality
- Willingness to occasionally work irregular hours
- Valid Massachusetts license
- Other duties as needed
- A sense of humor is always a plus

Human Resources

Town of North Reading is an Equal Opportunity employer

Resumes/applications should be emailed to jobs2@northreadingma.gov

Physical Requirements			
PRIMARY		COGNITIVE AND SESNORY REQUIREMENTS:	
LIFT up to 10 lbs:	Frequently required	Talking:	Necessary for communicating with people.
LIFT 11-25 lbs.:	Occasionally required	Hearing:	Necessary for receiving instructions and information.
LIFT 26-50 lbs.:	Rarely required. Assistance may be available.	Sight:	Necessary to perform job effectively.
LIFT over 50 lbs.:	Not required.	Tasting & Smelling:	Not required.
CARRY up to 10 lbs.:	Frequently required.		
CARRY 11 to 25 lbs.:	Occasionally required.		
CARRY 26 to 50 lbs.:	Rarely required. Assistance may be available.		
CARRY over 50 lbs.:	Not Required		
REACH above shoulder height:	Occasionally required.	Other Physical Considerations	
REACH at shoulder height:	Frequently required.	Twisting:	Frequently required.
REACH below should height:	Frequently required.	Bending:	Occasionally required
PUSH/PULL:	Frequently required	Crawling:	Not required.
		Squatting:	Occasionally required
		Kneeling:	Occasionally required
DURING AN 8 HOUR DAY, EMPLOYEE IS REQUIRED TO:		Crouching:	Occasionally required
		Climbing:	Frequently required
Consecutive Hours		Balancing:	Frequently required
Sit:	1 2 3 4 5 6 7 8 - Varies Daily		
Stand	2 2 3 4 5 6 7 8 - Varies Daily	HAND MANIPULATION	
Walk	3 2 3 4 5 6 7 8 - Varies Daily	Grasping:	Frequently required
		Handling:	Frequently required
Total Hours		Torquing:	Frequently required
Sit	1 2 3 4 5 <u>6</u> 7 8	Fingering:	Frequently required
Stand	<u>1</u> 2 3 4 5 6 7 8		
Walk	<u>1</u> 2 3 4 5 6 7 8		
Controls and Equipment:	Computer, telephone, copy and facsimile machines.		
Work Surfaces:	Van seat, standard office desk and chair, computer work station, customer service-counter, work table, conference table, carpet and tile floors		