

**CITY OF STUART
JOB DESCRIPTION**

Title: PART-TIME LEISURE DRIVER
Department: City Manager
Division: Community Redevelopment Agency
Job Code: 6211
Grade: H04
Exempt Status: Non-Exempt

CHARACTERISTICS OF THE CLASS

Under the general supervision of the Community Redevelopment Agency (CRA) Administrator, incumbent operates leisure and assigned vehicles to transport passengers in the City of Stuart. Operator provides general public information including events, schedules, and local directions. Duties are performed on a part-time basis with flex hours transporting individuals during a regular work day, evenings, weekends and as required. An employee in this class exercises a high degree of safety and professional demeanor in service to the public. Work is reviewed through observations, reports, conferences, and success in achieving established policies, procedures and goals.

EXAMPLES OF ESSENTIAL FUNCTIONS

1. Responsible for driving a vehicle while transporting individuals from a pick up site to a designated area.
2. Operates vehicle with a pre-determined route and on an established schedule; communicates via two-way radio.
3. Assists passengers on and off the vehicle and operates the vehicle in a safe and professional manner.
4. Provides basic information to the public including distributing literature, booklets, and general materials; answers questions of a general nature and provides directions as required.
5. Performs pre and post routine vehicle inspection and records information as necessary.
6. Maintains and cleans vehicle of a general nature for safe operation and professional appearance.

**Part-Time Leisure Driver - Community Redevelopment Agency-
continued**

7. Operates vehicle in accordance with local, state and federal traffic laws, rules, and regulations.
8. Prepares and submits correspondence including passenger reports as required.

NOTE: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning specific duties not listed herein if such functions are a logical assignment to the position.

REQUIREMENTS

A. Training and Experience:

High School Diploma or equivalent; supplemented by two years good driving experience; or an equivalent combination of training and experience.

Valid Florida Driver's license is required.

B. Knowledge, Abilities, and Skills:

Knowledge of occupational safety rules and practices.

Knowledge of traffic laws and pedestrian right of way.

Knowledge of basic vehicle operation and maintenance.

Ability to understand and communicate orally and in writing information, instructions and directions.

Ability to deal tactfully with passengers of all ages and demonstrating professional conduct and positive attitude.

Ability to work different shifts, days and hours.

Ability to detect malfunction(s), make minor repair(s) and report defect to supervisor.

Ability to maintain the vehicle in a clean (wash windows, remove trash, etc.) and safe manner.

Ability to operate vehicle in varied weather conditions.

Ability to assist passengers on and off the vehicle.

Ability to see and hear appropriately to safely operate vehicle.

Skilled in the operation of vehicles including use of two-way radio.

Skilled in operating vehicle under various lighting conditions.

Skilled in transporting passengers in a safe manner.

C. Physical Requirements:

Task involves regular and at times some physical effort, i.e., sitting, driving, climbing, standing, walking, reaching, grasping, bending, stooping, pushing, kneeling, pulling and moderate lifting (30 pounds); and standard dexterity in the use of fingers, hands, limbs or body in the operation of vehicle or equipment. Task may involve extended periods of time sitting in a vehicle; or may involve the complex operation of gasoline, electric, or diesel-powered vehicle requiring eye hand coordination and the manipulation of multiple controls.

D. Environmental Requirements:

Task may require exposure to adverse environmental conditions including rain, dust, fumes, gases, limited lighting; may be exposed to constant and at times heavy vehicle and pedestrian traffic; frequent exposure to noise levels that may cause distractions; work is performed while sitting and driving vehicle with numerous passenger, and at times may include angry or hostile individuals.

E. Sensory Requirements:

Task requires color perception and discrimination.
Task requires sound perception and discrimination.
Task requires odor perception and discrimination.
Task requires visual perception and discrimination.
Task requires oral communications ability.
Task requires depth perception and discrimination.

Approved: _____ Date: _____
Human Resources Director

Approved: _____ Date: _____
City Manager

Received by: _____ Date: _____
Employee