



City of  
**Marion**  
Ohio

**Affirmative Action Committee**

Marion City Hall  
233 West Center Street  
Marion, Ohio 43302

June 6, 2018

TO WHOM IT MAY CONCERN:

The City of Marion has a need to hire a person for the following position at the **Marion Senior Center**.

**Contingent Van Driver** - This is a part-time, non-exempt position, with no guarantee of a set number of working hours per week with a pay rate of \$10.28 per hour. Job Description is attached.

**Please Note:** - A high school diploma or GED is required.

- A valid Ohio Driver's License without restrictions and free from any requirement of High Risk Liability Insurance is required.
- Passing of a Background Check, Physical Examination, Drug and Alcohol Tests are conditions of employment. Must not use any tobacco products.
- Will need to obtain certification in CPR, Defensive Driving course, and DRIVE Training course (City pays/reimburses)

Application Opening Date/Time: Thursday, June 7, 2018 at 8:00 am  
 Application Closing Date/Time: Friday, June 29, 2018 at 12:00 pm  
 Applications may be obtained from: Human Resources Office, 233 W. Center St., 3<sup>rd</sup> floor  
 - OR - download from [www.marionohio.us/employment](http://www.marionohio.us/employment)

**It is the policy of the City of Marion not to discriminate in the selection of candidates.**

Janell O'Neil, Affirmative Action Secretary  
City of Marion

**Attachment**

|                         |                                |               |                 |                 |
|-------------------------|--------------------------------|---------------|-----------------|-----------------|
| cc: Committee Members   | Public Works Director Bischoff | Auditor       | IT              | Probation       |
| Support Data List (AA)  | HRAA – O'Connor                | Council       | Law Director    | Senior Center   |
| Mayor Schertzer         | HRC – Mayes                    | Engineering   | Municipal Court | Transit         |
| Safety Director Robbins | City Hall – 3 Floors           | Fire Dept – 3 | Parks           | Utility Billing |
| Service Director Caryer | Airport                        | Garage        | Police Dept     | WWTP            |

WHEN POSTING, PLEASE DISPLAY IN AN AREA ACCESSIBLE TO THE GENERAL PUBLIC.

**AN EQUAL OPPORTUNITY EMPLOYER**

**CITY OF MARION, OHIO**  
**Job Description**

**Job Title:** VAN DRIVER  
**Department:** SENIOR CENTER  
**Reports To:** SENIOR CENTER DIRECTOR  
**FLSA Status:** Non-Exempt  
**Prepared By:** H.R.  
**Prepared Date:** 5-21-08  
**Approved By:**  
**Approved Date:**

**SUMMARY:** Responsible to the Senior Center Director to provide safe, timely transportation for elderly clients to and from homes and predetermined destinations, via Senior Center's minibus or van, for the purpose of helping them to remain independent in their homes.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following and other duties as assigned.

- Drives vehicle from place to place according to assigned schedule; locates destinations using knowledge of area, maps and directions; assists passengers in and out of vehicle, loads and unloads packages, holds umbrellas, etc.
- Completes daily vehicle inspection to assure safety; initiates actions required to correct problems; makes minor repairs or adjustments; cleans and serves vehicle with fuel, lubricants and accessories; completes forms; prepares, maintains, and submits accurate records and reports.
- Operates two-way radio to communicate with base station or other vehicles.
- Participates in all required training, such as: Defensive Driving, Passenger Assistance, First Aid, and CPR.
- Follows all driving, work and safety rules and regulations.

**SUPERVISORY RESPONSIBILITIES:** Has no supervisory responsibilities except to maintain order on the van.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:** High school diploma or general education degree (GED) or equivalent through experience and training with no less than two (2) years safely driving

vehicles throughout all seasons and having no moving violations or convictions in preceding three (3) years.

**Language Skills:** Ability to read and comprehend simple instructions, short correspondence, memos, maps, traffic rules and regulations, and street and road signs; write simple reports; speak distinctly to effectively present information in one-on-one and small group situations to clients and others.

**Mathematical Skills:** Ability to add, subtract, multiply, and divide and compute percent, using whole numbers, fractions, and decimals.

**Reasoning Ability:** Ability to solve practical problems and deal with a variety of situations where only limited standardization exists and interpret a variety of instructions in written, oral diagram, or schedule form.

**Certificates, Licenses, Registrations:** Valid State of Ohio Driver's License required; Class C or higher Commercial Driver's License desirable.

**Other Skills, and Abilities:** Familiarity with City and County street and roads preferred; experience in passenger transportation in large capacity (van type) vehicles is also preferred. Driver should have no limitations which could interfere with safe driving, passenger assistance or emergency activities. Must have ability to develop and maintain good working relationships with clients, supervisors, officials, and fellow employees.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is: regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear; occasionally required to climb or balance; stoop, kneel, crouch, or crawl and smell; regularly lift and/or move up to 50 pounds. Specific vision abilities required include close, distance, color, and peripheral vision; depth perception and ability to adjust focus. Hearing must be adequate to assure safe response to vehicle horns, emergency sirens, train signals and other traffic noise.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is: regularly exposed to outside weather conditions; frequently exposed to moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals and vibration. The noise level is usually moderate.