

**JEFFERSON COUNTY
EMPLOYMENT OPPORTUNITY**

Job Title: Van Driver (Relief) –Part Time
Department: Public Health
Unit: Beaumont Office
Reports To: Supervisor
Salary: \$11.7214/hour
Application Deadline: Open Until Filled

DUTIES AND RESPONSIBILITIES

Essential Job Functions: Serves as a part time relief driver for Health & Welfare Beaumont Unit when regular full-time driver is unavailable; transports eligible Jefferson County residents to and from medical provider facilities and assures an orderly climate for passengers and drivers safety; confirms passengers in accordance to the van list for correct passenger pick up; also notifies passengers of any delay or cancellations in schedules; escorts and assist passengers as needed to their scheduled clinics and conducts rounds to other clinics for messages or reports to return; performs daily maintenance check of vehicle and reports any mechanical problems to the unit supervisor or van coordinator. Regular and predictable attendance is an essential function of this position.

Other Job Functions: Performs other job related duties as directed.

NOTE: The above describes the general nature and level of work being performed by employees holding this position. This is not intended to be an exhaustive list of all duties and responsibilities required nor are all duties listed necessarily performed by any one employee so classified.

EQUIPMENT USED: Van

JOB REQUIREMENTS

Education & Experience: High school diploma or equivalent; must have an excellent driving record; be a qualified driver as defined by the Policy on Training and Certification of Jefferson County Vehicle Operators; must maintain acceptable valid drivers license and complete all necessary defensive driving courses as scheduled.

Skills & Abilities: Knowledge of safe driving techniques; ability to communicate effectively, both orally and in writing; ability to perform routine maintenance checks and minor repairs to vehicle; ability to interact effectively with other employees and the public; knowledge of the Beaumont and Port Arthur areas. May be required to drive outside of Jefferson County.

Physical Requirements: Constantly drives vehicle; walks, sits for prolonged periods, lifting, reaching and climbing; must be able to assist patients with disabilities.

WORKING CONDITIONS

Work is primarily performed outdoors driving a vehicle; exposed to road hazards and inclement weather; must be available to work on short notice on an as-needed basis.

**Apply at: Human Resources Department
Jefferson County Courthouse, Annex 1 Building
1225 Pearl St., Suite 201, Beaumont, TX 77701
(409) 839-2391
Fax: (409) 839-2399**

E-mail resumes and/or signed applications to: hrdept@co.jefferson.tx.us

Jefferson County is an equal opportunity employer. The County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. To request a reasonable accommodation or other assistance, contact a Human Resources representative at (409) 839-2391, or for the hearing impaired, through RELAY Texas at 1-800-735-2989 or mail your request to 1225 Pearl St., Suite 201, Beaumont, Texas 77701.