

**Joliet Park District
3000 W. Jefferson
Joliet, IL 60435**

Job Title: Vehicle Driver
Department: SRJC
Reports To: Kathy Green, Recreation Superintendent
FLSA Status: Non-Exempt
Prepared By: Kathy Green
Prepared Date: July 12, 2016

JOB DESCRIPTION

SUMMARY

Under the direction and supervision of the Recreation Superintendent, the vehicle driver is directly responsible for transporting adults who have special needs.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES include the following. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Follow SRJC/Joliet Park District policies and procedures
- Reliable, accountable, and responsible
- Good driving background
- Keep park district vehicles clean
- Responsible for the safety of individuals while driving the park district vehicles
- Pick up/drop off individuals for special recreation park district programs

OTHER DUTIES/RESPONSIBILITIES

Other job related duties as assigned by the Board. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice as the needs of the employer and requirements of the job change.

WORK ENVIRONMENT

Transport individuals in all types of weather.

POSITION TYPE AND EXPECTED HOURS OF WORK

This is a year-round, part-time position. Days and hours of work are Monday through Friday, 7:30am-9am and 3:00pm to 4:30pm.

QUALIFICATIONS:

EDUCATION AND EXPERIENCE REQUIREMENTS

Must be at least 18 years of age. Must have valid IL driver's license.

ADDITIONAL ELIGIBILITY QUALIFICATIONS

Must pass a background check.

This job description does not constitute an employment agreement between the employer and employee. The Joliet Park District is an Equal Opportunity Employer.

Signatures

This job description has been approved by all levels of management:

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____