



POSITION ANNOUNCEMENT

DEPARTMENT: TRANSPORTATION
POSITION: SUBSTITUTE VEHICLE OPERATOR
IMMEDIATE SUPERVISOR: DIRECTOR OF FACILITIES AND TRANSPORTATION
HOURS: VARIES **SALARY:** \$20 PER HOUR

PRIMARY FUNCTION: THE PRIMARY FUNCTION IS TO WORK UNDER GENERAL SUPERVISION AND DIRECTION AND REQUIRES CONSIDERABLE WORKING KNOWLEDGE OF DRIVER SAFETY PRACTICES, SKILL IN OPERATION OF MOTOR VEHICLES IN ORDER TO OPERATE ALL SIZES OF MOTOR VEHICLES TO TRANSPORT/LOAD/UNLOAD AND/OR ASSIST STUDENTS, RESIDENTS, CONSUMERS, AND/OR STAFF FOR A VARIETY OF PROGRAM ACTIVITIES.

QUALIFICATIONS:

- KNOWLEDGE OF LAWS, STANDARDS, AND REGULATIONS RELATED TO THE SAFE OPERATION OF A PASSENGER AND/OR/TRUCK-TYPE VEHICLE.
 - MUST MEET ALL PRE-SERVICE TRAINING REQUIREMENTS AS ESTABLISHED BY THE BOARD.
 - MUST HAVE PHYSICAL ABILITY TO ENSURE DRIVING COMPETENCY AND EFFICIENCY.
 - MUST HAVE THE ABILITY TO PERFORM MINOR SERVICING OF VEHICLE OPERATED.
 - MUST HAVE A TELEPHONE OR MEANS OF CONTACT.
 - MUST HAVE A CURRENT VALID CDL WITH SCHOOL BUS ENDORSEMENT
 - PREFER FOUR (4) YEARS OF DRIVING EXPERIENCE OF PASSENGER AND OTHER MOTOR VEHICLES.
 - MUST HAVE OR BE ABLE TO OBTAIN A CPR/AED/FIRST AIDE CERTIFICATE.
 - MAY BE EXPOSED TO UNPLEASANT ODORS.
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SUBMIT THE COMPLETED APPLICATION TO: HUMAN RESOURCES
PORTAGE COUNTY BOARD OF DD
DENNIS M. COBLE ADMINISTRATION BUILDING
2606 BRADY LAKE ROAD
RAVENNA, OH 44266
330-297-4108
330-297-1202 (FAX)

COMPLETE AN APPLICATION AT THE ABOVE LOCATION OR DOWNLOAD AT
www.portagedd.org/careers

IN-HOUSE APPLICANTS: COMPLETE LETTER OF INTENT WITH UPDATED RESUME
(AVAILABLE IN THE HR DEPARTMENT)

POSTING DATE: FEBRUARY 29, 2024
DEADLINE: OPEN UNTIL FILLED

NOTE: ALL EMPLOYMENT OFFERS ARE MADE WITH THE UNDERSTANDING THAT PROSPECTIVE EMPLOYEES PASS A PRE-EMPLOYMENT DRUG AND ALCOHOL TEST, BACKGROUND CHECK, BMV ABSTRACT, AND PHYSICAL PRIOR TO BEING HIRED.