

DEPARTMENT: SOCIAL SERVICES
CLASSIFICATION: NON-COMPETITIVE
APPROVED: APRIL 18, 2022

HOME MANAGEMENT WORKER

DISTINGUISHING FEATURES OF THE CLASS: The incumbent operates various motor vehicles, including passenger vans, in the transport of clients to visitations and other appointments. The operator is responsible for the safety and conduct of the children and adults who are passengers. Work is performed according to a prescribed procedure under the supervision of the Transportation Project Coordinator. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Operates a county-owned motor vehicle in the transportation of clients;
2. Drives children to court mandated visitations, school, and other appointments;
3. Checks the operating condition of the vehicle before starting on a trip;
4. Reports any operational defect to supervisor;
5. Follows a daily changing schedule;
6. Informs children about safety practices;
7. Assists children with securing seatbelts and correct passenger safety seats;
8. Maintains orderly conduct of children in vehicle;
9. Cleans, services, and may perform minor maintenance chores on motor vehicles;
10. Maintains records of mileage, routes, times and incidents;
11. Performs daily maintenance and cleaning of the assigned county vehicle including properly securing windows, doors, locks, etc. at the end of each shift.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of driving safety practices and traffic laws and regulations; ability to operate a passenger van under difficult driving and road conditions; ability to care for children and command their respect; ability to understand and follow oral and written directions; initiative, resourcefulness and dependability; discretion; tact; sound judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma.

SPECIAL REQUIREMENT:

Possession of a valid New York State Motor Vehicle License at time of appointment and for the duration of employment.