

# TOWN OF NORTH HAVEN PERSONNEL REQUISITION

**To Requisitioner:** The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, creed, religion, sex or national origin. Federal law also prohibits other types of discrimination such as age. The laws of most states also prohibit some or all of the above types of discrimination as well as some additional types such as discrimination based upon ancestry, marital status or physical or mental handicap or disability. Any expressions of limitations in these areas expressed in this requisition should be warranted by a bona fide occupational or legally permissible reason.

Date Posted: March 10, 2015

Closing Date: When filled.

FROM: COMMUNITY SERVICES/RECREATION

DEPARTMENT: SENIOR CENTER

## I. DESCRIPTION OF NEED

DATE NEEDED	NUMBER OF EMPLOYEES	JOB TITLE	JOB CLASSIFICATION NUMBER	HIRING SALARY RANGE	JOB SALARY RANGE
ASAP	1	Driver II	3	\$15.41- \$16.89	\$15.41 - \$21.55

PERMANENT: Yes    TEMPORARY: No    If Temporary, for how long? N/A    WHICH SHIFT? Days

FULL TIME: Yes    HOURS: 35    PART TIME No    If part time, what hours or days? N/A

## II. REASON FOR NEED

REPLACEMENT: Yes  No

ADDITION: Yes    No  If yes, state funding.

If yes, person(s) to be replaced. A. Rodriguez

## III. REQUIREMENTS

EDUCATION: GRADE SCHOOL    HIGH SCHOOL    X    COLLEGE    COMMERCIAL    OTHER

EXPERIENCE:

Position requires a CT Commercial Drivers License (CDL). A clean driving history free of major driving infractions. This is a safety sensitive position, subject to random drug/alcohol testing. Must be able to pass a required physical prior and throughout employment.

Ability to work with senior and disabled adults. Responsible for operating a multi-passenger van to transport to and from Senior Center and other destinations as scheduled. Ability to utilize handicap lift, provide assistance with passengers boarding and departing bus along with assisting with packages as needed. Must be able to keep daily mileage and vehicle maintenance records along with the ability to maintain cleanliness of vehicle.

Assist with overall operation/function of building maintenance and programs of the Senior Center  
Must have good interpersonal oral communication skills; patient, considerate, and respectful of senior and disabled population. A positive attitude with the ability to communicate in a positive manner is a must. Must possess the ability to work in a team environment. Willingness to be flexible with schedule and occasional evening work.

Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, kneeling, twisting, and standing. The job may occasionally require minimal motor skills for activities such as moving objects, operating a passenger van.

Employee is routinely required to read documents or road signs while operating a passenger van for general understanding.

APPROVED BY: \_\_\_\_\_SEL

\_\_\_\_\_ DF/A

\_\_\_\_\_ DCS-R