



Town of Portland, Connecticut

33 East Main Street ▪ P.O. Box 71 ▪ Portland, CT 06480-0071
www.portlandct.org ▪ Phone: (860) 342-6715 ▪ Fax: (860) 342-6714
Equal Opportunity Provider and Employer
Office of the First Selectwoman

SENIOR SERVICES VAN DRIVER

Town of Portland, CT (EOE)

Deadline: **10/12/2018 or until filled**

Van Drivers for the Senior Center needed, flexible/on-call basis, \$19.40 per hour, non-union, no benefits. Qualifications: High School diploma or GED; valid CT Driver's License with Passenger Endorsement, no restrictions, no motor vehicle violations on DMV record; experience operating handicapped accessible passenger vehicle desired. Must have ability to work with the general public, Town Officials; works under supervision of Senior Services Administrator.

Subject to a DOT Physical, DMV driving record background check, and pre-employment drug testing.

Send application to: First Selectwoman's Office
P.O. Box 71
Portland, CT 06480-0071

Essential Duties and Responsibilities:

- Transports senior citizens, as assigned by the Senior Center, to various locations for entertainment purposes, doctor/health check up visits, etc.
- Completes necessary paperwork and log entries, as assigned.
- Cleans interior and exterior of vehicle, fuels vehicle at Town site, checks and corrects fluid levels and performs safety inspection of vehicle prior to use.
- Assists in the loading and unloading of passengers.
- Performs work in a safe manner and observes all safety procedures.
- Complies with all Connecticut DMV and local laws.