



## Town of Portland, Connecticut

33 East Main Street ▪ P.O. Box 71 ▪ Portland, CT 06480-0071  
[www.portlandct.org](http://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)

The Town is accepting applications for per diem Van Drivers for the Senior Center. Schedule by need and availability (on-call basis), non-union, no benefits, \$18.55 per hour. 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 and Town Officials; works under the supervision of the 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.

Deadline: **11/30/16 or until filled**

#### **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.