



Office of Human Resources
Transportation Worker - DJ1153
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General Statement of Duties

Performs intern-level/trainee work in a professional field performing supervised duties such as budget, personnel, community development, accounting/auditing, or information technology. Maximum length of service in training class: 2 years.

Distinguishing Characteristics

Transportation Worker is an entry level class that collects and delivers a variety of items and/or transports people. The Senior Transportation Worker controls and monitors the assignment of car pool vehicles.

Level of Supervision Exercised

None

Essential Duties

Picks up and delivers a variety of items and/or transports people.

Sorts items for delivery to different locations.

Prioritizes delivery schedule and delivers items or transports people according to predetermined schedules or on demand.

Maintains vehicle by checking gauges daily, keeping vehicle clean, and delivering vehicle for necessary repairs and scheduled maintenance.

By position, may be required to be on-call to address emergent needs.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Customer Service – Works with customers to assess needs, provide assistance, resolves problems, and satisfy expectations, knows products and services, and is committed to providing quality products and services.

Oral Communication - Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

Knowledge & Skills

Knowledge or particular types of patient injuries sufficient to be able to utilize sound judgment in the placing and transportation of patients.

Knowledge of common safety hazards and necessary safety precautions for self and others sufficient to be able to establish a safe work environment.

Knowledge of the geography and streets of Denver sufficient to be able to determine the most direct route for collection and delivery of people or item.

Knowledge of routine automotive maintenance sufficient to be able to perform minor maintenance on vehicles.

Skill in operating a motor vehicle.

Education Requirement

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

Experience Requirement

None

Education & Experience Equivalency

None

Licensure & Certification

This job requires driving. Requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Hazards: conditions where there is danger to life, body, and/or health.

Level of Physical Demand

3-Medium (20-50 lbs.)

Physical Demands

Sense of smell sufficient to detect illegal drugs, alcoholic beverages, ether, fuels (e.g., natural gas,

Background Check Requirement

Criminal Check

By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

At-Will Position.

Class Detail

Pay Grade: X-000

FLSA Code: N

Established Date: 12/14/2018

Established By: LS

Revised Date:

Revised By:

Class History: