General Statement of Duties

Controls and monitors the assignment of car pool vehicles for the Department of Safety.

Distinguishing Characteristics

Senior Transportation Worker is a lead work classification that controls and monitors the assignment of car pool vehicles. The Transportation Worker is an entry level class collecting and delivering a variety of items and/or people.

Guidelines, Difficulty and Decision-Making Level

Guidelines are generally numerous, well established and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

Level of Supervision Received & Quality Review

Under normal supervision, within a standardized work situation, the employee performs duties common to the line of work without close supervision or detailed instruction. Work product is subject to continual review.

Interpersonal Communication & Purpose

Contacts with the public or employees where factual information relative to the organization or its functions is received and relayed, or a service rendered, according to established procedures or instructions.

Level of Supervision Exercised

By position, performs lead work.

Essential Duties

Issues and receives car pool vehicles to and from Department of Safety personnel and maintains a check-out log on all vehicles.

Reviews and schedules the work of employees in the car pool.

Delivers vehicles to assigned destinations.

Determines if vehicles that need to be picked up can be driven or need to be towed.

Schedules vehicles for emission tests and preventive maintenance.

Transports surplus and confiscated vehicles for the monthly sale at the car pound.
Picks up and delivers mail and auto parts.

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.

Reading - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs or tables; applies what is learned from written material to specific situations.

Working with People - Shows respect for the views and contributions of other team members. Shows empathy, listens, supports, and cares for others, and reconciles conflict

Written Communication – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

**Knowledge & Skills**

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 utilizing a computer to enter and retrieve data.

Skill in operating a motor vehicle.

Skills in maintaining and recording information accurately.

**Education Requirement**

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

**Experience Requirement**

One (1) year of work experience.

**Education & Experience Equivalency**

Additional appropriate education may be substituted for the minimum experience requirements.

**Licensure & Certification**

By position, 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

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Standing: remaining on one’s feet in an upright position.
Walking: moving about on foot.
Carrying: transporting an object, usually by hand, arm, or shoulder.
Pushing: exerting force upon an object so that the object is moved.
Pulling: exerting force on an object so that the object is moved.
Climbing: ascending or descending objects usually with hands/feet.
Balancing: maintaining body equilibrium to prevent falling over.
Stooping: bending the body by bending spine at the waist.
Crouching: bending body downward and forward by bending legs.
Reaching: extending the hand(s) and arm(s) in any direction.
Handling: seizing, holding, grasping, or otherwise working with hands.
Fingering: picking, pinching, or otherwise working with fingers.
Talking: expressing or exchanging ideas by means of spoken words.
Hearing: perceiving the nature of sounds by the ear.
Repetitive motions: making frequent movements with a part of the body.
Eye/hand/foot coordination: performing work through using two or more.
Lifting: raising or lowering objects weighing no more than 50 pounds, from one level to another.
Far Acuity: ability to see clearly at 20 feet or more.
Near Acuity: ability to see clearly at 20 inches or less.
Depth Perception: ability to judge distance and space relationships.
Field of Vision: ability to adjust vision to bring objects into focus.

Background Check Requirement

Criminal Check
Employment Verification
By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months.
Class Detail

Pay Grade: J-610
FLSA Code: N
Management Level: 9
Established Date: 9/21/2018
Established By: Lori Schumann
Revised Date: 1/1/2019
Revised By: Susan Keller
Class History:

01/01/2019 - Updated pay grade per pay survey market changes.