



Driver/Custodian
Community Action Agency-Community Social Service

CAA-CSS/1
Pay Grade: N/A

JOB SUMMARY

Driver/Custodian reports directly to the Community Support Services Manager and is responsible to the position demands on a high level of cleanliness and orderly arrangement of C.A.A. property; and will handle delivery of documents, information and transporting C.A.A. clients to Community Centers and any other duties assigned by the Program Manager.

MAJOR DUTIES

- Responsible for transportation of C.S.S. clients who need this service to and from the neighborhood centers.
- Will maintain C.A.A. Van/Vehicle in proper condition, insuring all maintenance is in place and up to date.
- Sweep, mop, mow lawns (at neighborhood centers), periodically wash, clean and polish- vehicle(s), glass, furniture and wall fixtures.
- Remove trash from buildings for proper disposal.
- Keep daily records of travel mileage and gas consumption.
- Will work and assist other C.A.A. programs/departments as needed.
- Perform other duties assigned by Program Manager/Supervisor.
- Performs any other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Ability to communicate in English and Spanish.
- Knowledge of Webb County service areas, preferred.
- Able to work flexible schedules and follow standard program procedures.
- Abilities to work with other department(s) personnel.
- Required to have both written and verbal communication skills.

- Required that he/she maintain all local, state and federal qualifications for the position of Driver/Custodian on an annual basis.
- Capable of working irregular hours when necessary and often standing for long periods of time.
- Must have ability to manage time effectively and efficiently; and good interpersonal skills.

SUPERVISORY CONTROLS

Position will be supervised directly by the Support Service Manager. Must work under general supervision, except where standard practice enables him/her to proceed alone for routine work.

GUIDELINES

Guidelines include program policies and procedures and traffic laws. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of transporting C.A.A. clients to centers. Driving and the safety of clients along with occasional heavy traffic contribute to the complexity of the position.
- The purpose of this position is to assist the department by transporting clients, delivering information/picking up documentation and being able to perform other assigned duties.

CONTACTS

- Contacts are typically with co-workers, program participants, volunteers, and members of the general public.
- Contacts are typically to provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- Must be able to sit or stand for prolonged periods of time.
- Must be able to lift 50 lbs.
- Must be able to work outdoors as needed.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.
- This position *is covered* under Civil Service; however, all other Webb County policies apply.

COMMISSIONERS COURT AGENDA ITEM

Date Submitted: January 29, 2016	Proposed for Agenda of: February 8, 2016
Initiated By: Ricardo D. Martinez Webb County Community Action Agency Entity/Organization	Staff Source: Ricardo D. Martinez Webb County Community Action Agency
Subject: Discussion and possible action to modify and fill the following Driver/Custodian Job Description with slot #9399 under Community Support Services at Community Action Agency. <ul style="list-style-type: none"> • 1 Slot #9399 Full-Time Driver/Custodian with benefits @ \$10.87/hr Requested by Ricardo D. Martinez Account Number 920-0112-5001	
Background: Slot number 9399 is vacant. A full-time Driver/Custodian is needed to fill this position. Issue: Slot #9399 is currently vacant and job description needs modifications. Solution: Request is being submitted for Commissioner's Court approval to fill slot and modify job description. Once approval is obtained from Commissioner's Court modifications for the job description will be taken to civil service for certification. Result: The filling of slot #9399 will allow department to effectively continue the flow of work for the Community Support Service Program and the modifications of the job description will be certified meeting all Human Resources and Civil Service requirements.	
Previous Court Action: None	
Financial Impact: None	
Budget Account Number: Fund number: 920-0112-5001	
FOR COUNTY JUDGE OFFICE USE ONLY:	
Proposed Agenda Number:	