

Mollie Driver / Coordinator

Position Description

Education:

High School Diploma /GED

Experience:

5 years of safe driving experience. 3 years of CDL experience.
Customer Service, Driving in all types of weather.

Licensure:

Valid CDL driver's license for at least one year. CDL must have passenger endorsement.

Reports to:

Chair of Social Work

Purpose:

The Driver/Coordinator's primary responsibilities are to schedule, maintain, and drive the Mobile Outreach Learning Laboratory for Integrated Education.

Responsibilities:**10% - Use and maintenance of UnityPoint Health motor vehicles:**

- Maintains an acceptable motor vehicle record.
- Ensures the proper use and care of the vehicle in their possession.
- Tracks and schedules maintenance needs
- Follows established routes and protocols, always demonstrating all Rules of the Road and following all laws.
- Drives up to 350 miles in both urban and rural settings and in all types of weather conditions.
- Ensures vehicle is parked in designated areas at the end of the shift.
- Cleans the vehicle out completely including coolers/supplies/envelopes/trash daily.
- Parks vehicle with no less than ½ tank of fuel.

60% - Transportation of persons, supplies and equipment:

- Transports students and faculty, including supplies to designated places/areas. Sets up exterior and interior of vehicle to support outreach functions (awning, generators, etc.)
- Tracks necessary preventative maintenance and schedules with external vendors as necessary.
- Fills gas tank regularly as needed.

- Performs safety checks of vehicle before every transport.
- Follows all laws and rules.
- Communicates and works with faculty to schedule needed outreach activities.

10% Effectively communicates information and shares knowledge with peers, lead staff, coordinators and internal and external customers in a timely manner:

- Completes work within assigned times.
- Keeps abreast of changes by reading e-mail messages daily when scheduled to work and attending meetings.
- Responds to questions by internal or external customers, peers or coordinators.

10% Other job duties as required or as designated:

- Asks for assistance in completing work assignments when necessary.
- Follows up or refers problems and/or concerns to appropriate personnel in a timely manner.
- Contributes ideas for improving work processes.

WORKING CONDITIONS AND PHYSICAL EFFORT:

<input checked="" type="checkbox"/> Talk/Hear (communicate, detect, converse with, discern, convey, express oneself, exchange information)
<input checked="" type="checkbox"/> See (detect, determine, perceive, identify, recognize, judge, observe, inspect, estimate, assess)
<input checked="" type="checkbox"/> Stand or Sit (stationary position)
<input checked="" type="checkbox"/> Walk (move, traverse)
<input checked="" type="checkbox"/> Use hands/fingers to handle or feel (operate, activate, use, prepare, inspect, place, detect, position)
<input checked="" type="checkbox"/> Climb (stairs/ladders) or Balance (ascent/descent, work stop, traverse)
<input checked="" type="checkbox"/> Bend/Stoop/Kneel
<input checked="" type="checkbox"/> Squat/Crouch/Crawl
<input checked="" type="checkbox"/> Reaching/Twisting
<input type="checkbox"/> Taste/Smell (detect, distinguish, determine)
<input checked="" type="checkbox"/> Pushing/Pulling

Level 3; Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

<input checked="" type="checkbox"/> Wet and/or Humid
<input checked="" type="checkbox"/> Noise
<input checked="" type="checkbox"/> Category I: Duties performed routinely require exposure to blood, body fluid and tissue. (OSHA Category)

COMMUNICATION:

- Basic computer knowledge using word processing, spreadsheets, email and web browsers.
- Writes, reads, comprehends and speaks fluent English.
- Customer/patient focused.
- Critical thinking skills using independent judgment in making decisions.
- Use of usual and customary equipment used to perform essential functions of the position.
- Ability to concentrate
- Ability to be flexible & adjust to change
- Ability to work additional hours
- Ability to adapt to shift work
- Ability to work independently
- Exercises sound judgement, seeking advice when appropriate