

CHAUFFEUR AND ASSISTANT DISPATCHER

DISTINGUISHING FEATURES OF THE CLASS: This is skilled but generally routine work involving the operation and scheduling of light motor vehicles, other than those classified as buses. The work performed primarily involves the transportation of patient and clients, but may include the transportation of other individuals, the collection and delivery of messages, supplies and other materials, as well as assisting in direct dispatching work. Supervision is received from an employee of a higher rank and direction may be given to other operators. Does related work as required.

TYPICAL WORK ACTIVITIES:

Operates light motor vehicles in the transportation of patients, clients, visitors and other personnel and in the collection and delivery of messages, supplies and other materials;
Washes and cleans motor vehicles;
Fuels, lubricates, changes oil and tires and performs minor services for the safe and economical operation of the motor vehicles;
Keeps simple records regarding motor vehicle operations;
Provides assistance to and may act as a dispatcher in a variety of duties including but not limited to establishing routes and assigning drivers, instructing drivers, maintaining records and reports and participating in a preventative maintenance program;
May assist as a groundsman or cleaner or perform routine clerical duties as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the operation and care of light motor vehicles and working knowledge of their routine maintenance; working knowledge of related safety practices and procedures; working knowledge of standard automotive terminology; ability to direct a small group of employees as appropriate; ability to drive safely and skillfully; ability to follow oral and written directions; ability to maintain generally routine records and prepare routine reports.

MINIMUM QUALIFICATIONS: Three (3) years of motor vehicle driving experience – business related or personal – and possession of a good driving record and, in addition, either:

- a. six (6) months of experience in dispatching service, or
- b. one (1) year of experience in the operation of light motor vehicles as a taxi driver, chauffeur or related positions or in work that involved planning, scheduling, completing and accounting for and maintaining detailed records of motor vehicle trips on a regular basis, or
- c. any combination of training and experience as outlined in (a) and (b) above.

NOTE: Months in which no driving occurred will not be credited toward the above three (3) year requirement and all driving experience must be noted on the application or supplement thereto.

SPECIAL REQUIREMENT: Possession of a valid motor vehicle license.