

### Purpose:

TCAA operates I-HELP Homeless Shelter program in partnership with several other organizations. The Driver position ensures that program materials, supplies, and trailers are transported between offices and shelter locations within Tempe and provides logistical support to the shelter program on an asneeded basis. The position requires a clean driving record and ability to transport agency vehicles and commercial shower and laundry trailers in a safe and timely manner.

## Supervision Received:

Receives general supervision from the Sr. Program Manager.

# **Essential Functions:**

- Drives program vehicles and transports trailers to and from various host site facilities within Tempe
- Transports/sets up/returns mobile shower and laundry trailers at service location(s) based on established schedule
- Transports materials and supplies to and from various service locations; performs loading and offloading of program materials and supplies
- Operates and maintains cleanliness of the agency vehicle(s), mobile shower and laundry trailers, and other equipment used by the program
- Picks up and transports linens (sheets and towels) to laundromat and handles laundering of program linens
- Transports agency vehicles and trailers for vehicle maintenance and repair appointments
- Carries out transportation duties in a timely manner
- Complies with program and agency policies and procedures including but not limited to attendance and punctuality, vehicle safety and cleanliness, proper handling of equipment and supplies, end of day vehicle checks, and professional conduct on the job
- Promptly informs supervisor of vehicle damage, concerns, and traffic violations issued during work hours
- Performs other duties as needed and appropriately assigned
- Provides input and recommendations on opportunities for improvement

## **Minimum Qualifications**

- Ability to operate 10-passenger van, haul trailers, and operate trailer hitch
- Flexible schedule including weekends, evenings and/or early mornings
- Must be physically able to step up and down steps, safety secure trailers for transport, and lift up to 50 lbs.

## **Additional Requirements**

- Mechanically Inclined
- Ability to work independently and with minimal supervision
- Ability to demonstrate compassion and respect for persons with economic challenges
- Ability to work with sensitive information and maintain a high degree of confidentiality
- Punctual and reliable
- Maintain a clean driving record after hiring



### **Experience:**

- Requires one or more years related experience and safe driving history involving company vehicles and trailers
- Responsible work history indicating dependability, initiative, flexibility and ability to follow directions

Education: HS Diploma/GED

### License/Certifications:

Current AZ Driver's license (preferably Class C CDL or ability to acquire upon employment) Clean driving record CPR and Basic First Aid or ability to obtain certifications Ability to obtain Level 1 Fingerprint Clearance Card

### Status / Hours:

Hourly/Non-exempt, up to 20 hours/week Work schedule: Mondays through Saturdays, approximately 6:30 to 9:30 AM

### TCAA is an Equal Opportunity Employer