

**Purpose:**

The Driver position transports materials, supplies, participants, and commercial trailers between sites within Tempe, and ensures that agency vehicles are maintained according to schedule. 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. The position is also forward facing and interacts with program participants and community partners in various settings.

Supervision Received:

Receives supervision from the Program Manager.

Essential Functions:

- Drives program vehicles and transports commercial trailers to and from various program sites within Tempe
- Transports program participants between residences and program sites
- Transports/sets up/returns mobile shower and laundry trailers at service location(s) based on established schedule
- Transports materials and supplies including food items to and from various service locations; performs loading and offloading of program materials and supplies
- Operates and maintains cleanliness and maintenance of the agency vehicle(s), trailers, and other equipment used by the program. Transports agency vehicles and trailers for vehicle maintenance and repair appointments.
- May deliver food items or catered meals to the homes of program participants when needed

Ongoing Responsibilities:

- 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, traffic violations issued during work hours, or other incidents of concern
- Tracks schedules, mileage, routes, and other related information
- Performs other duties as needed and appropriately assigned

Minimum Qualifications

- Ability to operate F-150 truck, 10-passenger van, haul trailers, and operate trailer hitch
- Flexible schedule including occasional weekends, evenings and/or early mornings
- Must be physically able to step up and down steps, safety secure trailers for transport, and lift 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
- Operation of pallet jack and trailer hitch experience is preferred
- Demonstrates excellent customer service and communication skills
- Ability to work independently and effectively with minimal supervision
- Excellent interpersonal skills to work effectively with others
- Bilingual (English/Spanish) desired

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 I Fingerprint Clearance Card, Central Registry Clearance, and Adult Protective Services Clearance after hiring

Status / Hours:

Full-time, hourly/non-exempt, up to 40 hours/week

Work schedule: Mondays through Fridays, approximately 7 AM to 3 PM.

Compensation: \$15.50 per hour

TCAA is an Equal Opportunity Employer
