



# Tempe Community Action Agency

## AGENCY DRIVER Job Description

### **Purpose:**

Using multiple vehicle types including a commercial box truck, the Agency Driver safely transports materials, supplies, meals, 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 agency vehicles and hauls commercial trailers to and from various program sites within Tempe. Transports/sets up/returns mobile shower and laundry trailers at service location(s) based on established schedule.
- Transports donated food from various sites to TCAA's Food Pantry
- May use personal vehicle to transport prepared meals to the homes of Meals on Wheels program participants, while checking on the welfare of each participant and obtaining signatures as proof of delivery
- Transports materials and supplies 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

### **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
- May be required to handle vehicle emergencies outside of normal business hours
- 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**

- Demonstrated ability to operate a box truck, 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:**



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- Requires one or more years related experience and safe driving history involving company vehicles, box truck(s), and hauling 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 upon employment

Ability to obtain Level 1 Fingerprint Clearance Card, Central Registry Clearance, and Adult Protective Services Clearance after hiring

### **Status / Hours:**

This is a full-time, hourly position up to 6 hrs per day depending on the needs of the business. Typical operating hours are 6:30am- 2pm

**Compensation:** \$17.00 to \$19.00 depending on license and experience

**Benefits:** At TCAA, we believe that our employees are our greatest asset. To show our commitment to their well-being and professional growth, we offer a comprehensive benefits package designed to support and enhance work-life balance. Our key benefits and perks for most positions include, but aren't limited to:

- 14 paid holidays annually
- Accrued vacation and sick time that increases with tenure
- Employee Assistance Program
- Simple IRA with company match up to 3%
- Annual merit-based Increases
- Paid time off to volunteer
- Mileage Reimbursement

TCAA is committed to fostering, cultivating, and preserving a culture of diversity, equity and inclusion and an environment where every employee feels valued and empowered to bring their whole selves to work. The collective sum of the individual differences represents a significant part of our culture, reputation, and achievements. We believe that together, we can achieve greatness by embracing our differences and working collaboratively towards a common purpose.

We're eager to meet people that believe in our mission and can contribute to our team in a variety of ways - not just candidates who check all the boxes. We consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role. We want people to feel comfortable expressing their true selves and to come, stay, and do their best work here.

**TCAA is an Equal Opportunity Employer**