HONOLULU COMMUNITY ACTION PROGRAM, INC.

POSITION DESCRIPTION

POSITION TITLE: Van Driver
GRADE: 8
FLSA STATUS: Non-Exempt
REPORT TO: Facilities Manager
SUPERVISES: None

INTRODUCTION

The Van Driver position is on a part-time basis working 25 hours per week. This position will deliver inter-office documentation, materials and equipment from various locations while operating company vehicles. Deliveries will be completed in a timely manner. Work schedule will be coordinated with the Facilities Manager.

CORE COMPETENCIES

1. **Communications** - Must be able to communicate and work effectively with people of diverse social, economic, and racial backgrounds. Must have the ability to read and write English at a high school level.

2. **Teamwork** – Has the ability and desire to work cooperatively with others on a team and as appropriate as a team leader. Demonstrates interest, skill, and success in getting groups to learn to work together.

3. **Problem Solving** – Has the ability to systematically identify and define a problem, determines the cause of the problem, identify, and prioritize and select alternatives for a solution, and implement a “best fit” solution.

4. **Build Collaborative Relationships/Teamwork** – Develops and maintains win/win relationships and partnerships. The ability to develop, maintain, and strengthens partnerships with others inside and outside the organization who can provide information, assistance, and support.

5. **Decision Making/Problem Solving/Analytical Ability** – Able to make difficult and appropriate decisions in a timely manner.

6. **Self-Development** – Has the ability to demonstrate self-initiative and motivation for continuous learning, personal development, and personal growth.
ESSENTIAL POSITION RESPONSIBILITIES

DRIVING (75%)
- Prompt delivery of documentation, materials and equipment

MAINTENANCE (15%)
- Maintain records and schedule vehicle maintenance as required.
- Keep drivers up to date (renewals) with licenses, medical card/TB, and training as needed to meet CDL standards.
- Completed minor repair work on vehicles.
- Perform a complete visual safety check of each vehicle driven on a daily basis.

MINOR JOB RESPONSIBILITIES (10%)
- Keep interior of vehicle clean daily, and exterior as needed.
- Report any needed repairs, and deliver vehicle to repair site.
- Record mileage and gas.
- Pick up supplies as needed.
- Other duties as requested.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below represents the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION

A high school diploma/GED is minimally required.

COMMUNICATION SKILLS

- Frequent in-person contact with staff from different district offices and teachers to coordinate the flow of information.
- Frequent telephone contact with supervisor to exchange safety and scheduling information.
- All communications are potentially sensitive and are subject to Head Start's policy on confidentiality.

REASONING ABILITY

- Ability to visually assess the condition of the vehicle
- Intermediate level decisions needed to adhere to safety and scheduling considerations.
CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Commercial Driver’s License (Class B) and driving record free of any moving violations within the last three years.
- Must be CPR/First Aid certified

REQUIRED SKILLS, KNOWLEDGE & ABILITIES

- Strong written and oral communications skills.
- Ability to balance safety consideration
- Ability to maintain schedules
- Drug and alcohol testing on request.

DESIRED SKILLS, KNOWLEDGE & ABILITIES

- Knowledge of the characteristics of low-income areas and the community resources on Oahu.
- Knowledge of the multi-ethnic cultures common to Oahu.

PHYSICAL DEMANDS/WORKING CONDITIONS

Physical strength and coordination adequate to drive a vehicle

<table>
<thead>
<tr>
<th>Activity</th>
<th>Never/Rarely</th>
<th>At Times</th>
<th>Often/Constant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work Locations: in doors</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work Locations: outdoors</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Work Locations: sitting</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Walking/standing</td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>Bending/crouching/reaching, etc</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Lifting/carrying - light (up to 10 lbs.)</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>- medium (11 to 20 lbs)</td>
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<td>X</td>
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<tr>
<td>- heavy (over 20 lbs.)</td>
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<td>X</td>
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<tr>
<td>Contact with hazardous materials</td>
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<tr>
<td>Dust, smoke, odors, noise, etc</td>
<td>X</td>
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<tr>
<td>Travel - inter-island</td>
<td>X</td>
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<tr>
<td>Travel - long distance (mainland, international)</td>
<td>X</td>
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<tr>
<td>Use standard office equipment (including PC keyboard)</td>
<td></td>
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<td>X</td>
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