

## 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 location while operating company vehicle. 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, maintains, 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

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