COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION

CLASS TITLE: Chauffeur   **TITLE #:** 1123

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the safe and economical operation of a light motor vehicle in transporting passengers and/or materials in municipalities**.** In addition an employee in this class maybe expected to perform routine service tasks on the vehicle. General supervision is received from a higher level employee with some latitude to exercise independent judgment in routine matters. Does related work as required.

TYPICAL WORK ACTIVITIES:

Operates a passenger car, station wagon or van transporting program participants;

Picks up and delivers mail, supplies and/or materials;

Attends to errands requiring use of vehicle;

Checks operating condition of vehicle before starting on a trip; reports any mechanical defect to superior;

Checks oil, cleans and gases vehicle on a timely basis;

Keeps records on mileage, number of passengers, destination and vehicle maintenance;

May be assigned grounds maintenance tasks;

May be assigned to building service tasks.

WHEN ASSIGNED TO THE VILLAGE OF KIRYAS JOEL: Drives Fire Chief to and from fire calls.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the operation of light motor vehicles; good knowledge of driving safety practices and traffic laws and regulations; working knowledge of Orange County geography and roads; ability to operate light automotive equipment under all driving and road conditions; ability to make minor repairs to the vehicle; ability to understand and follow simple oral and written directions; ability to get along well with people and command their respect; mechanical aptitude; mental alertness; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None are required.

SPECIAL REQUIREMENTS: Must possess and maintain a valid Driver's License in a class determined appropriate by the appointing authority.

JURISDICTIONAL CLASS: Non-Competitive

REVISED: 9/13/17 dc