



Job Title:	Driver/Light Maintenance	
Position Type:	Full-time	
Location:	Prairie Maison/Bluff Haven	
HR Contact:	Mary Walker	
Date posted:		
Applications Accepted By:		
FAX OR E-MAIL:	MAIL:	
(608) 326-3203 or rlp@chscwi.org Subject Line: Driver/Light Maintenance Attention: Robert Poots	Robert Poots Community Health Services Corporation 700 S Fremont Street Prairie du Chien, WI 53821	
Job Description		
JOB SUMMARY		
Responsible for the daily local driving of residents to and from the facility for appointments for health and welfare concerns. The driver is also responsible for the daily logging of maintenance and resident care equipment and for that equipment to remain in good repair with established procedures, and as directed by your supervisor. To assure that a successful, viable, maintenance program is maintained at all times.		
PERFORMANCE REQUIREMENTS		
RESPONSIBILITIES:		
<ol style="list-style-type: none"> 1. Must read, write and speak English and be able to follow written and oral instructions. 2. Must be able to possess the ability to make decisions when circumstances warrant. 3. Be a minimum of 18 years old and of good moral character. 4. Be knowledgeable of safe maintenance practices, procedures and guidelines. 5. Possess the ability to seek out new methods and principles and be willing to incorporate them into existing practices. 		
ESSENTIAL FUNCTIONS:		
<ol style="list-style-type: none"> 1. To execute the duties assigned by the job description and the Facility Director. 		
MARGINAL FUNCTIONS:		
<ol style="list-style-type: none"> 1. Attend and participate in in-service educational classes and on-the-job training programs. 2. Attend and participate in workshops, seminars, etc. as approved. 3. Ensure that work areas are properly stored and secured before leaving such areas for breaks or end of day. 4. Ensure that all safety rules are followed at all times. 5. Follow all established policies and procedures at all times. 		
Supervision/Decision Making:		
<ol style="list-style-type: none"> 1. Limited supervisory skills necessary and have the ability to make sound effective decisions at all times. 		

PHYSICAL DEMANDS:

1. Sitting, standing, bending, lifting, pushing, pulling, and moving intermittently during working hours and subject to frequent interruptions.
2. Must be willing to work beyond normal working hours and must be willing to attend and participate in continuing education programs.
3. Subject to cuts, bruises, falls, burns, odors, etc from equipment. May also be subject to infectious diseases and substances, etc.
4. Required to be on call for emergency situations and occasional work in another department as assigned by your supervisor.

Specific Requirements:

1. Must read, write and speak English and be able to follow written and oral instructions.
2. Must be able to possess the ability to make decisions when circumstances warrant.
3. Be a minimum of 18 years old and of good moral character.
4. Be knowledgeable of safe maintenance practices, procedures and guidelines.
5. Possess the ability to seek out new methods and principles and be willing to incorporate them into existing practices.

QUALIFICATIONS:

Education: High School graduate or equivalent. Must be functionally literate in English and must be able to demonstrate ability to communicate effectively verbally and in writing.

Experience: Must be able to work well with others. Must have sincere and genuine interest in working with geriatric residents

EMPLOYMENT VARIABLES

Work Hours: as assigned by Director

I, _____, have read the above job description and fully understand the conditions set forth there in. "I am capable of fulfilling all of the job responsibilities outlined here and will perform my assigned duties to the best of my ability."

Date

Employee Signature

Date

Activity Director Signature

Date

Administrator

Salary _____