

**51039 – ESCORT/OUTREACH DRIVER (PART-TIME)**  
**CITY OF PARMA**  
**202 – DONNA SMALLWOOD ACTIVITES CENTER AND OFFICE ON AGING**

**JOB SUMMARY**

The part-time **Escort/Outreach Driver** operates a city vehicle – bus, van, or car. The incumbent performs transportation and/or escort service to various locations in the cities of Parma and Seven Hills. The incumbent works under the direct supervision of the Transportation/Escort Coordinator and the general supervision of the Center Director. This position is “Unclassified” (not classified) within the Civil Service of the City of Parma.

**WORK ACTIVITIES**

Transportation & Escort Duties

- Checks transportation/escort schedule for assignments or cancellations\*
- Picks up assigned vehicle from the parking area\*
- Transports/escorts clients to and from destination\*
- Reports back to Center and turns in donations to the Escort Coordinator\*
- At the end of the day, returns vehicle to the parking area\*
- Assists with meals deliveries as needed+
- Performs routine daily maintenance vehicle checks, reports maintenance problems to the Escort Coordinator\*
- Performs all other related duties as assigned+

\*Denotes Essential Job Functions

+Denotes Essential Job Functions, Scheduling Accommodations Possible

**TOOLS AND EQUIPMENT USED**

- Multi-Passenger City Vehicle - Bus, Van, or Car
- Vehicle Safety Equipment
- Citizen’s Band Radio
- Telephone

**JOB CONTEXT**

The part-time **Escort/Outreach Driver** normally works 14-20 hours per week; generally 3 days a week. The incumbent’s work schedule may vary; the ability to work a flexible schedule is required. Regular and predictable on-site attendance is an essential job function. The **Escort/Outreach Driver** will have a half hour unpaid lunch. The incumbent spends a large percentage of time in a vehicle. The position requires flexibility and the ability to respond quickly to changing circumstances and emergencies. A part-time **Escort/Outreach Driver** must be capable of maneuvering a multi-passenger vehicle and assisting older adults on and off the vehicle(s). The incumbent must be in sound physical condition with good vision and good

reflexes. The **Escort/Outreach Driver** must be able to maneuver a wheelchair and lift, carry, load and unload packages of up to 20 pounds.

## **JOB QUALIFICATIONS**

Upon hire, a part-time **Escort/Outreach Driver** must have:

- A high school diploma or equivalent
- A valid State of Ohio Passenger license
- A safe driving record
- Sensitivity to seniors and their needs
- A record of reliability and dependability

After hire, a part-time **Escort/Outreach Driver** must have:

- Defensive driving training (program selected by the City of Parma)
- Cardiopulmonary resuscitation (CPR) certification (program selected by the city)
- First Aid Training (program selected by the city)
- Knowledge of vehicle maintenance
- Knowledge of Parma and surrounding area streets

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In accordance with the Collective Bargaining Agreement between the City of Parma and AFSCME Local #3924 which expires on December 31, 2017, the starting rate of pay for a part-time **Escort/Outreach Driver** is \$9.10 per hour. The position is funded by the City of Seven Hills and donations from older adults. If funding is reduced, the hours of the job may change or be eliminated. The City of Parma is an equal opportunity employer.

Promotional probationary period shall be 60 days in accord with the above referenced Collective Bargaining Agreement. New hire probationary period is one year.

Applications may be obtained from the City of Parma Human Resources & Purchasing Department at Parma City Hall, 6611 Ridge Road, Parma, Ohio. An application can also be found on the City's website under the Human Resources tab: <http://cityofparma-oh.gov/en-US/Human-Resources-Purchasing.aspx>. A resume is required. Applications and resumes shall be submitted after completion to the City of Parma Human Resources & Purchasing Department. This position will remain open until filled.