

# ST. DAVID'S FOUNDATION

## JOB DESCRIPTION

**Job Title: Part-Time Assistant Driver**

**Reports To: Fleet Manager**

### JOB PURPOSE

The Part-Time Assistant Driver provides fleet support for the Fleet Manager and the St. David's Dental Program vans. The Part-Time Assistant Driver assists in driving the vans to all sites, including clinic sites and locations for maintenance, repairs, inspections, or external events. The Part-Time Assistant Driver provides services to the Dental Program staff to facilitate effective dental care, including assisting with storage and delivery of supplies, minor repairs, and general maintenance of the Dental Program's offsite storage property. The performance of the Part-Time Assistant Driver is evaluated jointly by the Fleet Manager and the Director of Dental Operations.

### RESPONSIBILITIES

#### Hours

1. Contract Labor: 10 hours + per week
2. 4:00 a.m. to 8:00 a.m. (2-3 times per week) on van move days, with occasional moves required on evenings or weekends.
3. Additional hours may be necessary when Fleet Manager is sick or on vacation.

#### Duties

##### Transportation of Vans

1. Move vans from site to site, level vans, and connect to electrical source when available.
2. Attention to specific site selection for ease of clinic use and safety of staff and vehicle.
3. Safely locate vans when on generator to avoid exhaust into van during workday.

##### Mechanical Services

1. Add fuel when needed, and replenish other fluids (oil, radiator, etc.)
2. Fill water tank (hand washing source), and empty grey water tanks.
3. Wash and maintain exterior of van.

##### General Services

1. Provide general property maintenance at offsite storage location.
2. Change light bulbs and air conditioning filters.
3. Make simple, non-engine repairs, including stuck drawers, doors, etc.
4. Assist with storage and delivery of supplies.
5. Pick-up supplies delivered to Foundation office, and transport to appropriate van.
6. Deliver distilled water, bottled drinking water, and miscellaneous supplies (such as cleaning products) to the vans from a list or phone call provided by Dental Program staff.
7. Document all deliveries to vans.

**Dress Code**

1. Khakis or good quality jeans (not frayed) and work shirt plus one change of shirt in case of trip to Foundation Office.

**Other**

1. Fully participate in good teamwork with the staff of St. David's Foundation.

**REQUIRED QUALIFICATIONS**

1. High school diploma or GED.
2. Valid Texas Class A Commercial/Certified Driver's License.
3. Excellent driving record.
4. Clearance of Criminal Background Check.
5. Must be able to lift up to 50 pounds.
6. Must have reliable transportation.