HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

1826 3rd Avenue South
Birmingham, AL 35233
(205) 521-0610

NEW JOB OPENING NOTICE

March 14, 2019

1) Position Title: Van Driver
2) Job Type: Part-Time
3) Salary: Commensurate with qualifications and experience
4) Education/Experience: High School Diploma or G.E.D. Some training or certification related to driving. Preferred Experience: A minimum of two (2) years’ experience in a professional driving capacity with a clean driving record.
5) Major Duties and Responsibilities: Transport assigned residents (adults and children) to and from assigned locations. Assist the residents on and off the van as required. Responsible for using sound judgement in making vehicles accessible for service and in reporting any observed or potential problems. Perform vehicle inspections; detail vehicles, inside and out, on a weekly basis. Report all service needs and damage. Observe and attend to children and adults in the centers, on the van and during field trips. Clean vans and work with Housing Operations staff regarding services that may be needed with vans. Make sure all vans have the required and current documentation located in the vans. Report issues with the van to the supervisor and to Housing Operations. Perform any other related and appropriate duties and support of strategic goals as required.

Applicants can obtain a complete position description and application from our website at www.habd.org or 1826 3rd Avenue South. A complete application may be submitted to careers@habd.. Applicants may also fax a complete application to (205)521-7753. Attention: Calandra Jefferson-Mitchell. An application must be completed.

Position is Open Until Filled. No Phone Calls Please

Housing Authority of the Birmingham District is an equal employment opportunity employer and does not discriminate against any employee or applicant for employment because of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), National origin, age (40 or older), disability, or genetic information. Housing Authority of the Birmingham District is a Drug-Free Workplace.
HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

Position Description

CLASSIFICATION: VAN DRIVER

SUPERVISOR: COMMUNITY CENTER SUPERVISOR

EFFECTIVE DATE: AUGUST 21, 2018

Position Summary

Under the direct supervision of the Community Center Supervisor, the Van Driver, operates HABD assigned vehicles(s) to safely transport public housing residents or materials to and from assigned locations.

Major Responsibilities

The statements contained here reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skills typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak works periods or otherwise balance the work load. The position description complies with the Americans with Disabilities Act.

1. Transport assigned residents (adults and children) to and from assigned locations. Assist the residents on and off the van as required.

2. Responsible for using sound judgement in making vehicles accessible for service and in reporting any observed or potential problems.

3. Perform vehicle inspection; detail vehicles, inside and out on weekly basis. Report all service needs and damage.

4. Observe and attend to children and adults in the centers, on the van and during field trips.

5. Clean vans and work with Housing Operations staff regarding services that may be needed with the vans.

6. Make sure all vans have all current and required documents located inside the vans.

7. Report issues with the van to the supervisor and to Housing Operations.
8. Assist with modifying the fleet procedures as needed.

9. Assist with van scheduling as needed.

10. Perform any other related and appropriate duties and support of strategic goals as required.

**Required Knowledge and Abilities:**

1. Must be courteous, dependable, and patient; Must relate well to low-income individuals.

2. Must be responsible to make in and out-of-state trips with residents.

3. Must function as a role model for children and elderly residents.

4. Must post effective communication skills.

5. Must be well organized.

**Supervision:**

None.

**Working Conditions:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. Stressful situations may occur when dealing with the public.

**Physical Requirements:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to: stand, sit, walk, use hands to finger, or feel; reach with hands and arms and talk, or hear. The employee is occasionally required to: climb, balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. The level of manual dexterity should be sufficient to allow for operation of a scanner, terminal keyboard, telephone, facsimile machine, office supplies, etc. Employee must be able to move, handle, or lift moderately heavy objects such as computer equipment (printer, monitor, CPUs, etc.) around desk area.
Minimum Education, Training and/or Experience

1. High School Diploma or GED.
2. Some training or certification with driving skills.
3. Minimum of two (2) years’ experience in a professional driving capacity (preferred), with a clean driving record.

Special Requirements

1. Possession of a valid Alabama driver’s license and safe driving record for those required to drive or allowed to drive on behalf of HABD.
2. Must complete a defensive driving class within six (6) months of employment.
3. Must be at least twenty-one (21) years’ old and have a minimum of five (5) years of licensed driving experience.
4. Must be CPR and First Aid certified, or obtained within six (6) months of employment.