



## Town of Portland, Connecticut

33 East Main Street ■ P.O. Box 71 ■ Portland, CT 06480-0071  
[www.portlandct.org](http://www.portlandct.org) ■ Phone: (860) 342-6715 ■ Fax: (860) 342-6714  
Equal Opportunity Provider and Employer  
**Office of the First Selectman**

### SENIOR SERVICES VAN DRIVER

Town of Portland, CT (EOE)

Deadline: **1/21/2022 or until filled**

Send Town application: *Office of the First Selectman P.O. Box 71, Portland, CT 06480-0071*

Van Drivers for the Senior Center, flexible/on-call basis, \$20.90 per hour, non-union, no benefits. Subject to a DOT Physical, DMV driving record background check, pre-employment drug/alcohol testing & criminal history background check. All qualified applicants will be considered for employment without regard to race, color, religion, sex, or national origin.

Qualifications: High School diploma or GED; valid CT Driver's License with Passenger Endorsement, no restrictions, no motor vehicle violations on DMV record; experience operating handicapped accessible passenger vehicle desired. Must have ability to work with the general public, Town Officials; works under supervision of Senior Services Administrator.

#### **Essential Duties and Responsibilities:**

- Transports senior citizens, as assigned by the Senior Center, to various locations for entertainment purposes, doctor/health check up visits, etc.
- Completes necessary paperwork and log entries, as assigned.
- Cleans interior and exterior of vehicle, fuels vehicle at Town site, checks and corrects fluid levels and performs safety inspection of vehicle prior to use.
- Assists in the loading and unloading of passengers.
- Performs work in a safe manner and observes all safety procedures (including COVID guidelines).
- Complies with all Connecticut DMV and local laws.