

Please Post Conspicuously

**OTSEGO COUNTY HAS THE FOLLOWING VACANCY:**  
**Office for the Aging**  
***Motor Vehicle Operator (P/T)***  
**\$14.7684/hr.**

**DATED: July 16, 2021**  
**LAST DAY FOR FILING: July 30, 2021**  
**EOE**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for the safe and efficient operation of a light motor vehicle, such as a 4 door sedan, SUV or 7 – passenger van, for transporting passengers, supplies or household equipment. A Motor Vehicle Operator works under general supervision with considerable leeway allowed for the operator in carrying out the assigned duties in accordance with the established State and County policies and procedures; does related work as required.

**TYPICAL WORK ACTIVITIES:**

- Operates a light motor vehicle transporting passengers to and from necessary appointments such as visitations, medical, dental, therapy, grocery shopping etc.;
- Assists passengers in boarding or leaving the vehicle to include but not limited to proper installation and use of child safety seats for appropriate ages when required;
- Reports any operational defects to immediate supervisor;
- Trip inspection of vehicles to ensure that it is in safe operating condition;
- Performs a variety of errands requiring the use of light motor vehicle including delivering small durable medical equipment, delivery of mail, picking up and delivering groceries and/or prescriptions, emergency checks, forms, etc.;
- Washes and cleans vehicles and keeps them filled with gasoline, oil and window-washer fluid;
- Keeps accurate records of all phases of motor vehicle operation including a daily mileage log, record of passengers, destinations, and future appointments, etc.;
- Ensures that riders are properly secured in vehicle including but not limited to securing wheelchairs, baggage, parcels or other passenger owned articles before setting vehicle in motion;
- May perform miscellaneous clerical or cleaning chores when not operating a motor vehicle;
- In the Department of Social Service may watch children while parents are at appointments;
- In Veterans Services Agency may have to assist Veterans with any complaint(s) that they may have while they are at the Veterans Services Agency;
- In Office for the Aging properly handles contributions from riders and immediately turns it in to the Office of the Aging Business Office to record.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES:** Full knowledge of the geography of Otsego County and motor vehicle/traffic laws of New York State; ability to operate a light motor vehicle; ability to understand and follow simple oral and written instructions; ability to read road maps and use a GPS device; willingness to perform routine manual tasks; dependability; courtesy; physical condition commensurate with the demands of the position and must be able to lift up to 30 lbs without assistance.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma.

**SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATIONS:** Possession of a valid driver's license for two (2) years at time of application and acceptable driving record is required at time of appointment. At time of application, must also possess a valid New York State driver's license, appropriate to the vehicle which will be driven, which must be maintained throughout employment.

CLASSIFICATION: Non-Competitive

Applications available at the Otsego County Personnel/Civil Service Department, 183 Main Street, Cooperstown, NY 13326 or online at [www.otsegocounty.com](http://www.otsegocounty.com)