



**POSITION AVAILABLE:**

**Vehicle Operator**

**POSTING DATE:** Tuesday, July 5, 2022  
**DEADLINE TO APPLY:** Open Until Filled

**DEPARTMENT:** Job & Family Services  
**LOCATION:** Ravenna, OH

**WORKING HOURS:** Part Time – up to 25 hours per week (Hours vary based on need)  
**SALARY:** \$13.47/hour  
**FLSA STATUS:** Classified, non-exempt

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**JOB OBJECTIVES:**

Under the direct supervision of a JFS Supervisor, incumbent is responsible for transporting individuals for workforce needs and in emergent situations for medical or other approved transportation appointments. Incumbent will also be responsible for scheduling maintenance of agency vehicles, tracking and recording vehicle maintenance service and keeping agency vehicles clean.

**MINIMUM QUALIFICATIONS:**

High School Diploma or GED required. Must be able to lift 75-100 lbs. Must have a valid Ohio driver’s license in accordance with County policy and motor vehicle liability insurance.

**EXAMPLE OF DUTIES:**

Operate county vehicle to transport clients for work, medical appointments or other approved transportation needs in a timely manner. Knowledge on GPS device usage or ability to read maps and plan transportation routes. Assist clients as they get into and out of the vehicle as needed. Report back to supervisor when there are traffic delays along routes or report any incidents/accidents to supervisor. Exhibit top quality customer service and communication skills to clients being transported. Schedule minor maintenance for agency vehicles and will transport the vehicles to the County Motor Pool. Maintain agency vehicle maintenance service records. Perform weekly exterior and interior cleaning of agency vehicles. May assist with other minor clerical tasks and related duties, mail run, and supply deliveries as needed. May assist with transportation of shredding, changing agency water coolers and building trash pickup. May assist with delivery and/or set up for all JFS events.

**HOW TO APPLY:**

- **THE COUNTY APPLICATION FORM IS REQUIRED** WHEN APPLYING FOR THIS POSITION.
- APPLICATIONS CAN BE DOWNLOADED FROM THE COUNTY WEBSITE:  
<https://www.portagecounty-oh.gov/human-resources/pages/job-opportunities>
- APPLICATIONS CAN BE FAXED, EMAILED OR MAILED:

**PORTAGE COUNTY HUMAN RESOURCES**  
**449 S. MERIDIAN STREET, 7<sup>th</sup> Floor**  
**RAVENNA, OHIO 44266**  
**EMAIL: [HRD@PORTAGECO.COM](mailto:HRD@PORTAGECO.COM) / FAX: 330-298-4504**

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