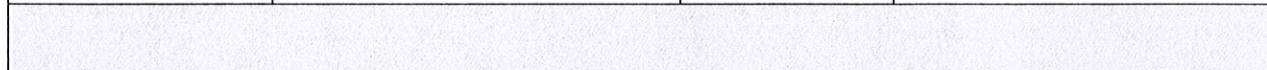
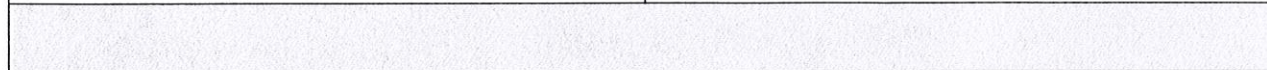


Village of Steger Van Driver

Job Title:	Van Driver	Job Category:	
Department	Village Hall		
Location:	3320 Lewis Avenue	Personal Vehicle Required:	No
Level/Salary Range:	Entry Level \$10.00/hr	Position Type:	Part Time
Will Train Applicant(s):	Yes	Posting Expires:	February 24, 2016 or until filled



<p>The Village will be hiring two part time positions.</p> <p>The hours of operation are:</p> <p>Mon-Tue-Thu-Fri: 9am till 2pm</p> <p>Wed: 9am till 4pm</p>	<p>MAIL:</p> <p>All applications may be picked up and dropped off at :</p> <p>Steger Village Hall/Temporary Location 3320 Lewis St Steger, IL 60475</p> <p>Attention HR Director, Mary Jo Seehausen</p> <p>You may also get the application on line and return it via email to:</p> <p>humanresources@villageofsteger.org</p>
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Village of Steger Van Driver

Essential Job Functions

The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

Drives vehicle to and from various locations as needed or requested. Ability to use hands free cellular device.

Cleans and services vehicle with fuel; lubricants.

Keeps records of daily trips and mileage records.

Requirements:

High School Diploma or GED equivalent

Ability to:

Follow written and oral instructions. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.

Physical Demands

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

Work is performed mostly in an indoor vehicle setting; employee may frequently be exposed to dust, heat, cold, odors, noise, vibrations, wetness, humidity.

Hand-eye coordination is necessary to operate computers, various pieces of office equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus.

While performing the duties of this job, the employee frequently is required to stand and talk or hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.

The employee is occasionally required to stand; walk; sit; stoop, kneel, crouch.

The employee must frequently lift and/or move in excess of 25 pounds.

Necessary Special Requirements:

Must possess a valid driver's license.

Must pass a criminal background check. Must pass a DOT physical and DOT drug screening.