



TOWN OF LITCHFIELD

Job Opportunity

Social Services Department
Bus and or Car Driver

Do you enjoy helping people and being part of your community? The Town of Litchfield is looking for a Social Services Driver to join our team! This position helps provide safe, dependable rides for residents who need transportation to appointments and programs.

Position Details:

- Schedule: Part-Time, Monday - Friday, as needed
- Salary: \$17.00 per hour

Application Process:

Interested applicants should submit an application, resume, and cover letter to 1stselectman@townoflitchfieldct.gov. ***Please note that resumes will not be accepted in lieu of an application.*** Applications, resumes, and cover letters can also be mailed to:-

Town of Litchfield
Selectman's Office
74 West St, PO Box 488
Litchfield, CT 06759

Applications will be accepted until the position is filled.

Position Overview:

This role is responsible for providing safe and reliable transportation services to residents in need of transportation to programs and appointments.

Essential Duties and Responsibilities:

- Operate town-owned vehicles to transport residents safely and courteously to scheduled destinations.
- Assist residents, as needed, when entering or exiting vehicles.
- Ensure vehicles are maintained in a clean and orderly condition.
- Comply with all traffic regulations and town transportation policies.
- Document transportation activities and report any issues, incidents, or vehicle concerns promptly to a supervisor.

Minimum Qualifications:

- Valid Connecticut driver's license with F endorsement for bus only.
- Clean driving record.
- Successful completion of a pre-employment physical and background check.
- Ability to interact professionally and respectfully with the public.
- Reliability and punctuality are essential.

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 position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to sit for extended periods while operating a vehicle.
- Occasional standing, walking, bending, and reaching.

- Ability to assist residents entering and exiting the vehicle, which may involve providing physical support.
- Ability to lift, push, or pull up to 25 pounds as needed (e.g., mobility aids, packages).
- Sufficient vision and hearing to operate a motor vehicle safely.
- Ability to work in varying weather conditions when assisting residents.

EEOC Statement:

It is the policy of the Town of Litchfield to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, the Town of Litchfield will provide reasonable accommodations that do not present an undue hardship for qualified individuals with disabilities.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position, and additional duties may be assigned.