

Township of Parsippany-Troy Hills

OPEN POSITION ANNOUNCEMENT

Full Time Keyboarding Clerk 1/Motor Vehicle Operator

Department: Health Department

Workweek: Monday through Friday, 9:00 A.M. to 5:00 P.M

Wage: Per ordinance, Salary Range \$27,550 - \$80,700 White Collar Non-Exempt

Definition: The Township of Parsippany-Troy Hills is accepting applications for the full-time, entry level position of Motor Vehicle Operator. Job involves safely and efficiently transporting and assisting elderly residents, to and from doctor's appointments or shopping stores.

***Note:** The definition and examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification Conversely, all duties performed on the job may not be listed.*

Skills/Duties:

- **Driving & Transport:** Safely operate passenger vehicles to transport residents.
- **Vehicle Maintenance:** Conduct daily operational, safety checks.
- **Passenger Care:** Provide courteous service, ensure passenger safety, assist with loading/unloading, and manage walker if needed.
- **Safety and Record Keeping:** Attention to detail, maintaining accurate logs for mileage, fuel, maintenance, and trip details.
- **Vehicle Upkeep:** Keep the interior and exterior of the vehicle clean.
- **Light Office Work:** During down time. Assisting in office duties like desk coverage and/or covering phones. Basic computer skills.
- **Interpersonal Skills:** Excellent communication, patience, and ability to work with diverse groups. This position requires considerable interaction with residents and public daily. Must be able to use good judgement and demonstrate patience in handling a variety of resident requests.
- **Abilities:** Ability to work effectively with the public, possess good communication skills. Ability to read, write, speak, understand and communicate in English sufficiently to perform the duties of the position. The candidate should pay attention to detail and strong organizational and time management skills. Patience is a must and the ability to think clearly under pressure. Must be able to work alone and in a team environment.

Requirements: Must possess a current New Jersey Driver's License with a good driving record and knowledge of traffic laws. High School diploma or GED and subject to pre-employment drug testing.

To Apply: Please email cover letter and resume to Khaled Madin, Business Administrator at jobs@parsippany.net, with a copy to Marianne Willis-Cucchiara, Human Services Director at mwillis-cucchiara@parsippany.net.

Closing Date: Open until filled. EOE. Excellent benefits package provided.

Date Posted: _____ **Posted by:** _____

Department: _____

(Return the original signed form to L. Arcuri, Administrator's Office. Post the copy)