



HELPING PEOPLE. CHANGING LIVES.

Main Office: 469 East Ohio Street, Circleville, OH 43113-2034
Phone: 740-477-1655
Fax: 740-474-9277
Website: www.picca.info
Executive Director: Andrew Binegar

JOB POSTING

DATE: 9/5/18
DEPARTMENT: Transportation
POSITION TITLE: Driver – On Call
SALARY RANGE: Varies
HOURS: Varies

JOB SUMMARY: To provide transportation services to individuals and groups and to complete and maintain the necessary documentation as required by the program.

QUALIFICATIONS: High school diploma or equivalency. Driving experience with public transportation system is preferred. Ability to communicate with customers, co-workers and management in courteous, professional manner. Ability to manage multiple tasks and provide appropriate documentation for all tasks assigned. Ability to complete the necessary paperwork and logs required for appropriate program management. Ability to obtain and maintain the proper licenses (valid Ohio driver license) to operate in a public transportation system. Ability to work effectively in a team environment. Majority of time spent outdoors, driving a transportation vehicle and serving customers; some time spent in an office setting within the agency facility. Requires sitting, reaching, bending and stretching associated with driving and assisting customers into and out of vehicles. Requires motion necessary to fold and unfold wheelchairs, walkers, canes and other walking assistance devices; ability to lift 50 lbs., ability to perform the securement maneuver associated with transporting persons in wheelchairs. Extended hours may be required during critical workloads.

DIRECT DEPOSIT ELECTRONICALLY FOR COMPENSATION IS REQUIRED.

DEADLINE FOR APPLICATION: Until Filled

SEND RESUME' AND COVER LETTER TO THE ATTENTION OF: Matthias Rickerd, Interim Transportation Manager, 469 E. Ohio Street, Circleville OH 43113, mrickerd@picca.info

PICCA is an Equal Employment Opportunity Employer

Affirmative Action Policy Statement:

The Pickaway County Community Action Org. Inc. (hereinafter referred to as PICCA) hereby declares and affirms its commitment to equal opportunity in employment and provision of services. PICCA will comply with all requirements of the Civil Rights Act of 1964 and other applicable statutes, regulations, or executive order, which prohibits discrimination, based on race, color, national origin, sex, age, political affiliation, or disability. The organization maintains compliance with related statutes including but not limited to the Americans with Disabilities Act. PICCA also maintains a formal Cultural Diversity Policy.

Ashville Neighborhood Center
97 Miller Avenue
Ashville, Ohio 43103
740-983-2530

Corwin Center
Head Start
145 East Corwin Street
Circleville, Ohio 43113
740-474-7411

Ohio Center
Early Head Start/Head Start
722 Clinton Street
Circleville, Ohio 43113
740-474-9544