



Career Service Authority  
Senior Transportation Worker

Page 1 of 4

**GENERAL STATEMENT OF CLASS DUTIES**

Controls and monitors the assignment of car pool vehicles for the Department of Safety.

**DISTINGUISHING CHARACTERISTICS**

Senior Transportation Worker is a lead work classification that controls and monitors the assignment of car pool vehicles. The Transportation Worker is an entry level class collecting and delivering a variety of items and/or people.

***Guidelines, Difficulty and Decision Making Level:***

Guidelines are generally numerous, well established and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

***Level of Supervision Received and Quality Review:***

Under normal supervision, within a standardized work situation, the employee performs duties common to the line of work without close supervision or detailed instruction. Work product is subject to continual review.

***Interpersonal Communications and Purpose:***

Contacts with the public or employees where factual information relative to the organization or its functions is received and relayed, or a service rendered, according to established procedures or instructions.

***Level of Supervision Exercised:***

Performs lead work.

## ESSENTIAL DUTIES

Issues and receives car pool vehicles to and from Department of Safety personnel and maintains a check-out log on all vehicles.

Reviews and schedules the work of employees in the car pool.

Delivers vehicles to assigned destinations.

Determines if vehicles that need to be picked up can be driven or need to be towed.

Schedules vehicles for emission tests and preventive maintenance.

Transports surplus and confiscated vehicles for the monthly sale at the car pound.

Picks up and delivers mail and auto parts.

.....  
Any one position may not include all of the duties listed.  
However, the allocation of positions will be determined by  
the amount of time spent in performing the essential duties  
listed above.  
.....

## MINIMUM QUALIFICATIONS

### ***Competencies, Knowledges & Skills:***

**Reading** - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, and charts, graphs, or tables; applies what is learned from written material to specific situations.

**Writing** - Recognizes or uses correct English grammar, punctuation, and spelling; communicates information in a succinct and organized manner, produces written information, which may include technical material, which is appropriate for the intended persons.

**Oral Communication** - Expresses information to individuals or groups effectively; taking into accounts the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

**Mathematical Reasoning** - Understanding of basic math that will be used on the job: counting, adding, subtracting and multiplying to include shift and schedule.

**Interpersonal** – Considers and responds appropriately to the needs, feelings, and capabilities or others; adjusts approaches to suit different people and situations; may deal with people who are difficult, hostile or distressed.

**Integrity/Honesty** – Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self and others; is trustworthy.

**Computer Systems** – Utilizes a computer to enter and retrieve data.

**Customer Service** – Works and communicates with customers to satisfy their expectations and is committed to quality service.

Knowledge of supervisory principles and practices sufficient to be able to perform a variety of lead work functions.

Knowledge of the geography and streets of Denver sufficient to be able to determine the most direct route for collection and delivery of people or item.

Knowledge of routine automotive maintenance sufficient to be able to perform minor maintenance on vehicles.

Skill in operating a motor vehicle.

Skill in establishing and maintaining effective working relationships with other employees and the public.

Skill in establishing priorities, coordinating work activities, and handling numerous requests at once.

Skills in understanding and applying oral, written, illustrated or demonstrated instructions.

Skills in maintaining and recording information accurately.

Skill in compiling and assembling information to distribute.

Skill in filling out forms and completing paperwork relative to the work assignment.

### ***Physical Demands:***

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Pushing: exerting force upon an object so that the object is moved.

Pulling: exerting force on an object so that the object is moved.

Climbing: ascending or descending objects usually with hands/feet.

Balancing: maintaining body equilibrium to prevent falling over.

Stooping: bending the body by bending spine at the waist.

Crouching: bending body downward and forward by bending legs.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hands.

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive motions: making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

Lifting: Raising or lowering an object more than 50 pounds.

Far Acuity: ability to see clearly at 20 feet or more.

Near Acuity: ability to see clearly at 20 inches or less.

Depth Perception: ability to judge distance and space relationships.

Field of Vision: ability to adjust vision to bring objects into focus.

Memorization

Oral Comprehension

Spatial Orientation

Written Comprehension

***Working Environment:***

Hazards: conditions where there is danger to life, body, and/or health.

***Education Requirement:***

Graduation from high school or possession of a GED Certificate required.

***Experience Requirement:***

One year of work experience.

***Education/Experience Equivalency:***

Additional appropriate education or experience may be substituted for the minimum education or experience.

***Licensure and/or Certification:***

Requires valid Colorado Class "R" Driver's License at the time of application.

**CLASS DETAIL**

***FLSA CODE:*** Non-Exempt

***ESTABLISHED DATE:*** 09/16/95

***REVISED DATE:*** 07/16/03

***REVISED BY:*** Joe Boyersmith

***CLASS HISTORY*** A result of an annual classification maintenance review class specification into a revised format.