



**Job Title: Transport Driver/Maintenance Assistant**

**Location: Maple Ridge Assisted Living & Memory Care Essex, VT 05452**

**Hours: Full Time with Every 6<sup>th</sup> Weekend Rotation**

**Job Summary:**

Responsible for providing safe, courteous transportation service and serve as support staff for the Activity Director. Coordinates vehicle pre-maintenance, maintenance, and repair to ensure vehicle longevity. Assist helping Maintenance department as needed.

**Duties and Responsibilities:**

The following essential functions are the fundamental job duties of the position to be completed with or without appropriate reasonable accommodation.

- Drives vehicle from community to medical appointments and other various destinations according to assigned schedule.
- Assists residents into and out of vehicle in a safe manner.
- Secures passengers' wheelchairs to restraining devices to stabilize wheelchairs during trip.
- Practices safe driving techniques at all times.
- Cleans and services vehicle with fuel, lubricants, and accessories and reports & coordinates vehicle maintenance repairs.
- Establishes and monitors daily and weekly trip inspection & preventative maintenance programs and maintains records regarding the maintenance of all vehicles.
- Assists the Activity Department in activities and programs as needed.
- Assists the Maintenance Department as needed: Helping with unit turnovers, painting, cleaning, using a rug extractor, etc...
- Ensures charges are submitted to the business office daily for community travel expenses.
- Maintain a safe driving record according to company guidelines.
- Handles emergency situations and basic First Aid.
- Reports potentially unsafe conditions.
- Complete assigned service requests and repairs consistent with company operating and equipment/supply standards and in a safe and timely manner.
- Perform turn-key work as required to ensure vacant apartment homes are rent ready in a timely manner.
- Maintain customer service standards. Respond to resident requests and work with residents to minimize/resolve problems and complaints. Follow-through to ensure issue is resolved.
- May perform other duties as assigned.

**Minimum Qualifications:****Requires a valid Vermont Driver's License.**

- High school diploma or general education degree GED or one to three months related experience and/or training: or equivalent combination of education and experience.
- Five years proven safe and accident-free driving record
- Experienced with vehicle emergency repairs, able to change automobile tires and handle minor on-road maintenance.
- Must possess basic hand tools necessary for performing maintenance related duties

**Required Behavior:**

- Able to demonstrate a high level of service delivery; does what is necessary to ensure customer satisfaction; deals with service failures and prioritizes customer needs.
- Able to clearly present information through the spoken word; reads and interprets complex information; talks with residents, family members and customers; listens well.
- Able to communicate with others in a warm and helpful manner while simultaneously building credibility and rapport.
- Able to work cooperatively with a group of people to achieve goals and objectives.
- Able to be tactful; maintains confidences, and fosters an ethical work environment; prevents inappropriate behavior by coworkers; gives proper credit to others; handles all situations honestly.
- Able to keep an open mind and change opinions on the basis of new information; performs a variety tasks and changes focus quickly as demands change; manages transitions effectively from task to task; adapts to varying customer needs.

**Benefits:**

Full time position offers a competitive benefit program to include Medical, Dental, Vision, Health FSA, Dependent Care FSA, Short-Term Disability, Long Term Disability, Life Insurance, Home and Auto Discount program, Vendor Discount Program, 401(k) with matching contribution, Accrued Vacation, Sick, and Personal time and Paid Holiday Benefit. Employee referral bonus, and resident referral bonus.

**If you are interested in applying or know someone to refer for the position please e-mail resume to [BWoodward@mapleridgessex.com](mailto:BWoodward@mapleridgessex.com)**