



# CASCADE COUNTY

## Job Vacancy Announcement

Submit all application materials to:  
Cascade County Human Resources Department  
325 2<sup>nd</sup> Ave N #108  
Great Falls, MT 59401

Applications available at the Cascade County Human Resources Dept., [www.cascadecountymt.gov](http://www.cascadecountymt.gov) or Job Service.

Position: **Flex Driver**  
Schedule: **Part-Time with Benefits**  
Department: **Aging Services**

Salary: **\$12.36 per hour**  
Closing Date: **Open Until Filled**  
Department Administrator: **Kim Thiel-Schaaf**

### At a minimum, all qualified applicants must have:

#### Education/Experience/Training:

- High School Diploma, HSE or GED required.
- Knowledge of Great Falls streets.
- Knowledge of phones, computers and office procedures.
- Valid Montana Driver's License with Clean driving record. **Copy must be submitted with application.**

### JOB SUMMARY

The Aging Services Flex Driver primarily performs driver duties for the Senior Transportation Division of the Aging Services Department (Department) by providing scheduled client rides. The Flex Driver will also serve as the first line representative for the Department in observing and reporting deviations in clients' behavior and/or living conditions. The Flex Driver will be cross-trained to cover the front desk (schedule rides, answer phone and greet walk-in traffic) in order to assist when needed. The Flex Driver may be asked to assist with the delivery of meals for the Meals on Wheels program and perform other duties as required or assigned.

### ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

Have a good driving record and thorough knowledge of safe driving practices; Have a thorough knowledge of the Great Falls community and how to navigate according to street addresses and directions; Ability to drive multi-passenger vehicles in all types of weather and terrain in a proper and safe manner; Ability to move quickly and with ease while assisting clients or loading, unloading and carrying large packages; Knowledge of vehicle preventive maintenance and follow protocols for ensuring efficient operating vehicles; Collection of donations and reporting donations according to Department policy; Ability to follow instructions from immediate supervisor and report any discrepancy of daily activities to immediate supervisor and/or other Department Managers; Advise Department Managers of complaints and assists in preparing responses to said complaints; Must follow Cascade County driving procedures and accident procedures when necessary; Complete proper forms in detail when required on instances of accidents and risk management; Perform meal delivery to clients on a route for Meals on Wheels; Perform duties related to other programs such as Commodities Supplemental Food Program; Perform other related duties as assigned.

#### Knowledge and understanding of:

Safe operation of motor vehicles; Driving practices that include being courteous to other drivers and operation of the vehicle; Motor vehicle maintenance; Following directions and ascertaining locations throughout Great Falls and surrounding community.

#### Skills in:

Operating automatic and standard shift vehicles; Understanding and following motor vehicles driving practices and laws; Following driving route and maintaining timely schedule; Observation of clients and their surroundings; Public relations.

#### Ability to:

Drive vehicles in safe and prudent manner; Ascertain changes in clients' behavior and/or living conditions; Drive within time constraints yet remain calm when work becomes stressful; Follow directions from routing form to find location of client; Follow directives from immediate supervisor and/or Department Managers; Deal with frequent change, delays or unexpected events; Identify discrepancies or inaccuracies in routes and suggest corrections to supervisor; Observe work hours and demonstrate punctuality; Work collaboratively with management and co-workers; Practice good public relations in support of the Department and its functions; Observe established lines of authority; Identify problems that adversely affect the organization and its functions and offer positive suggestions for improvements; Follow verbal and written instructions; Maintain strict confidentiality; Interact with the public or other employees in a professional, respectful and courteous manner.

The successful applicant shall serve a 6-month probationary period and will have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the county.

This position is covered by and subject to the Collective Bargaining Agreement by and between Cascade County and Teamsters Local #2.

***Notice to Applicants:*** Applicants who are claiming Veteran's or Handicap Preference must provide a DD-214 Discharge Document (Part 4) or DPHHS Handicap Certification and Employment Preference Form with their application for employment so Cascade County may apply the preference during the selection process.

Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.

**CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**