



*Seneca County*  
*Personnel Department*

Tel: 315-539-1710  
Fax: 315-539-1658

1 DI PRONIO DRIVE  
WATERLOO, NEW YORK 13165

TO: ALL APPLICANTS APPLYING FOR DRIVER  
FROM: SENECA COUNTY PERSONNEL DEPARTMENT  
SUBJECT: APPLICANT INFORMATION AND JOB DESCRIPTION

**PLEASE NOTE:**

Please be advised that we are accepting applications for this title on a continuous basis. Applying for this title does not necessarily mean that there is a current opening at this time; however, your application will be forwarded to the jurisdiction(s) that you have indicated for future vacancies.

**DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for the safe efficient operation of a vehicle in the transportation of persons, equipment or supplies as directed. The incumbent must plan for all trips efficiently as to reduce use of County resources whenever possible. When not transporting, drivers must report to their work site. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only):

Operates a small motor vehicle in the transportation of persons to or from various locations as directed;  
Verifies that persons, material or equipment arrive at proper destinations;  
Confirms the time of return to pick up persons, material or equipment for subsequent transport;  
Logs trips, time of arrival and departure, mileage and other pertinent information as needed;  
May load or unload vehicle when required;  
Schedules periodic safety inspections and servicing of vehicle assigned;  
Maintains adequate fuel supply, oil, water and coolant levels;  
Performs routine clerical tasks as assigned.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Good knowledge of geography of the county, location of roads, towns and villages; ability to drive a motor vehicle safely and efficiently; ability to read road maps, county and city maps; ability to follow directions; ability to treat persons with a wide range of disabilities including mental health and/or substance use disorder with understanding, compassion and firmness; sound judgement; dependability; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

One year of experience in the operation of a motor vehicle.

**SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:**

Possession of a valid New York State driver's license, which must be maintained throughout employment.