

Jurisdictional Class: Pending Jurisdictional Class (PJC)

Adopted: December 18, 1984

Revised: March 18, 2019

### **CHAUFFEUR**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent in this position may operate a sedan, station wagon, pickup truck, or van in the transportation of persons, equipment or supplies as directed. The incumbent, informed of their destination and approximate time of arrival, must schedule and plan the trips to provide for the transport of more than one individual whenever possible. The Chauffeur must be able to assist passengers, as needed, upon entering and leaving the vehicle. When not engaged in transportation, the Chauffeur will assist in the office performing routine clerical work. Work is performed under general supervision. Supervision of other employees is not normally a function of this position. The incumbent does related work as required.

#### **TYPICAL WORK ACTIVITIES:** (Illustrative only)

Drives a small motor vehicle in the transport of persons to or from various locations, as directed;  
Assists passenger in entering and leaving the vehicle, if needed;  
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 and enters such data on computer;  
May load or unload vehicle when required;  
Schedules periodic safety inspections and servicing of vehicle assigned;  
Cleans vehicle;  
Maintains adequate fuel supply, oil, water and coolant levels;  
Performs routine clerical tasks as assigned.

#### **FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Demonstrated ability to drive a motor vehicle safely and efficiently;  
Good knowledge of geography of the county, location of roads, towns and villages;  
Ability to read road maps, county and city maps;  
Ability to follow directions;  
Clerical aptitude;  
Thoroughness;  
Dependability.

#### **MINIMUM QUALIFICATIONS:** None.

**SPECIAL REQUIREMENT:** Possession of an appropriate New York State Drivers License at the time of appointment. In accordance with NYS Vehicle and Traffic Law: Incumbents are required to possess a CDL Class C license, with passenger endorsement, and, N2 restriction. (N2 restriction is for the operation of vehicles with seven (7) or less adult passengers)