



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 535.2

Job Title: **SENIOR MOTOR VEHICLE OPERATOR**

Pay Grade: 8

GENERAL SUMMARY:

Provides safe, clean and comfortable transportation to and from parking locations/airport terminals.

RESPONSIBILITIES:

- Transports passengers to and from parking locations and airport terminals.
- Assists passengers with complaints or inquiries concerning airport procedures, operations and general information.
- Trains new drivers on bus operations, procedures and daily schedules.
- Maintains general maintenance on vehicles.
- Locates, identifies and returns lost bags to passengers.

SPECIFICATIONS:

KNOWLEDGE:

Ability to read, write, add, subtract and follow oral and/or basic written instructions as might normally be acquired through 9 to 11 years of formal schooling. No special knowledge of any subject area or technical field is required.

EXPERIENCE:

Six months of experience in transporting passengers are required.

License: Requires a Class A or B Commercial Driver's License (CDL) with a "P" endorsement for transporting sixteen (16) or more passengers and compliance with the City of Houston's policy on driving.

COMPLEXITY:

Work consists of routine standard procedures and tasks where simple analytical ability is required to select and execute actions.

IMPACT OF ACTIONS:

Errors in work lead to minor inconvenience and incur some costs. Work is typically performed under close supervision of simple routine duties to ensure completion; or tasks are so highly routine that they may simply require following standardized instructions without continuous direct supervisory observation.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is extremely infrequent with virtually no contact beyond the immediate work unit/area. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction involves routine information exchange and/or simple service activity that requires common courtesy; e.g., directing calls, and answering simple questions.

PHYSICAL EFFORT:

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

WORK ENVIRONMENT:

There are occasional discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve occasional exposure to soiled materials and light chemical substances such as cleaning solutions.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Senior Motor Vehicle Operator

Effective: October 1990

Revised: April 1992