

**CITY OF CHATTANOOGA**  
**Classification Specification Title: Program Driver**

**Department: Parks and Outdoors**

**Pay Grade: GS.03**

**Supervision Received From: Recreation Program Coordinator FLSA Status: Non-Exempt**

**Supervisory Responsibility For: None**

**Established: 6/21/19**

**Revision Dates: 4/3/25;**

**10/3/24; 10/20/23; 1/11/23**

**CLASSIFICATION SUMMARY:**

Incumbents in this classification are responsible for driving a vehicle each day in support of the Department of Parks and Outdoors. Work is performed under close supervision (although most tasks are so routine that little supervision is required).

NOTE: This is a Regular Part-Time position.

**SERIES LEVEL:**

The Program Driver is a stand-alone position.

**ESSENTIAL FUNCTIONS:**

*(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)*

Safely transports youth and adult communities, recreation participants, and staff to varying locations and trailheads.

Ensures registered participants are accounted for before leaving any area.

May be responsible for delivery of food to centers.

Connects, transports, and parks equipment and vehicle trailers as needed and in various locations.

Loads and unloads equipment trailers with equipment.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers, and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

## DEPARTMENT SPECIFIC DUTIES (if any):

### MINIMUM QUALIFICATIONS:

Two (2) years of any combination of relevant education, training or experience sufficient to perform the essential duties of the job will be considered. Examples of relevant education and experience include satisfactory performance on the current report card from current high school and satisfactory one (1) year driving record for the past year. Must be a minimum of 18 years of age. Must possess the maturity of judgment in everyday situations. Must be able to pass a background check to work with children. Must be able to work when needed.

### LICENSING AND CERTIFICATIONS:

Valid Driver's License

### KNOWLEDGE AND SKILLS:

Knowledge of basic vehicle operation, principles of safe driving, basic tools and equipment used for cleaning and/or general maintenance. Knowledge of life saving techniques, modern first aid; applicable laws, ordinances, policies standards and regulations pertaining to the specific duties and responsibilities of the job.

Skill in motor vehicle operation; communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

Skill in establishing and maintaining effective working relationships with department staff and the general public; Ability to follow oral and written instructions.

PHYSICAL DEMANDS: Positions in this class typically require reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

### WORK ENVIRONMENT:

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects. Incumbents may be subjected to moving mechanical parts, extreme temperatures, and intense noises.

### SPECIAL REQUIREMENTS:

Safety Sensitive: Y

Department of Transportation - CDL: N

Child Sensitive: Y

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.