


## Air Force Enlisted Village, Inc. Job Description

**Job Title:** Resident Service Technician/Driver  
**Department:** Bob Hope Village Transportation  
**Reports To:** Superintendent of Transportation  
**FLSA Status:** Non-exempt  
**Prepared By:** Kaisa Juosila  
**Prepared Date:** 02 Sept 2020  
**Approved By:**   
**Approved Date:** 10/12/2020

**SUMMARY:** Responsible for the transportation and prescription pick up of all Air Force Enlisted Village (AFEV) residents. Assists in set up and tear down of all Bob Hope Village functions as required.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Transportation of residents on scheduled and unscheduled trips
- Prescriptions pick up at local base pharmacy and select off-base pharmacies
- Transportation of residents to events outside of normal duties hours if required.
- Assist residents in loading and unloading packages from vehicles
- Maintain interior and exterior of AFEV vehicles
- Perform vehicle safety inspections and take action to correct any discrepancies DAILY
- Distribute BHV correspondence to the resident apartments and event rooms
- Perform duties in and around Bob Hope Village as needed to prepare for special events
  - Setting up and taking down tables and chairs
  - Vacuuming for scheduled and unscheduled events
- Responsible for collection of Fuel Surcharge Usage tickets for bus usage and auditing
- Track vehicle expenses and use.
- Perform other work-related duties as assigned

### **KNOWLEDGE, SKILLS & ABILITY:**

- Ability to possess and maintain a commercial driver's license with passenger endorsement.
- Clean driving/personal record
- Ability to understand and follow directions as given.
- Ability to work with minimum supervision.
- Ability to lift a minimum of 30 pounds (i.e., change vehicle tire; carry grocery bags, boxes) and to push a minimum of 50 pounds (i.e., moving furniture, vacuum)
- Ability to use office equipment such as computer terminal, copier and fax machine.
- Ability to read, write and understand English to interpret documents such as safety rules, policy and procedure manuals.
- Strong verbal and interpersonal skills are required along with the ability to speak effectively before residents and staff.

**STANDARDS:**

- Good vision is required for working with computer and paperwork.
- Residents needs always come first. Employee must always adhere to the "Mom Rule".
- Employees will not work under the influence of mood-altering or illegal drugs or alcohol.
- Neat appearance, adherence to the dress code and good personal hygiene is expected.

I have read and understand the responsibilities of this position. I possess the qualifications indicated and am able to carry out the identified responsibilities with or without reasonable accommodation.

I understand that the first three months of employment are probationary and that my probationary period may be extended in the event of absences, or slow training progression.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date