CHAUFFEUR

DISTINGUISHING FEATURES OF THE CLASS: This is routine work in the operation of passenger vehicles for transporting personnel. Work is performed in accordance with specific instructions or in accordance with established routes. Vehicles operated by an employee in this class are chiefly automobiles, but include small panel trucks, and similar equipment not requiring difficult operating techniques. Work is reviewed through completion of assignments or schedule and by avoidance of accidents during driving assignments.

TYPICAL WORK ACTIVITIES: (Illustrative Only)
- Operates an automobile assigned to another public employee or official for use as transportation in the performance of his duties;
- Transports prisoners to and from various facilities;
- Delivers supplies to city and county offices and institutions and receives receipts for same;
- Washes and services vehicle operated and makes routine repairs;
- Performs other related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:
- Good knowledge of City geography;
- Good knowledge of traffic laws of the State of New York;
- Some knowledge of automotive equipment;
- Some knowledge of the techniques and methods used in servicing and effecting minor repairs to automobile equipment;
- Good skill in the operation of a motor vehicle;
- Ability to safely and efficiently operate an automobile in traffic and under adverse climatic conditions;
- Ability to service and to make minor repairs to motor vehicles;
- Ability to understand and carry out written and oral instructions;
- Ability to obtain a valid driver’s license prior to appointment;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:
- One year's experience in the operation of automobile equipment;
- Ability to read and write.

SPECIAL REQUIREMENT

A valid New York State driver’s license is required at the time of appointment and for the duration of employment.