

METROPOLITAN EXPOSITION RECREATION COMMISSION

Resolution No. 00-39

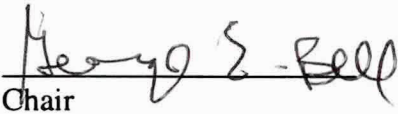
Approving a new personnel classification of Shuttle Van Driver.


The Metropolitan Exposition Recreation Commission finds:

1. The Commission has the authority to create new positions necessary to manage and administer the operations of its facilities.
2. The Commission does not currently have a position classification with the duties and responsibilities of the Shuttle Van Driver in the operation of MERC facilities.
3. Human Resources has appropriately classified this position of Shuttle Van Driver at a salary range of \$9.00 to \$10.00 per hour.
4. That the current MERC FY 2000-2001 budget is sufficient to encompass the pay range for the Shuttle Van Driver.

BE IT THEREFORE RESOLVED, that the Metropolitan Exposition Recreation Commission approves the new classification of Shuttle Van Driver per the attached Job Description; Exhibit A, effective October 1, 2000.

Passed by the Commission on October 18, 2000.


Chair


Secretary-Treasurer

Approved as to Form:
Daniel B. Cooper, General Counsel

By: 
Kathleen Pool, Senior Assistant Counsel

MERC STAFF REPORT

Agenda Item: Approval of new Job Classification of Shuttle Van Driver

Resolution No: 00-39

Date: October 18, 2000

Presented by: Jeff Blosser

Background Analysis:

With the implementation of the Oregon Convention Center (OCC) expansion program and the subsequent inability to utilize the OCC parking lots it is vital to have Shuttle Van Drivers who can transport people to and from satellite parking lot locations.

This position is responsible for providing safe, courteous and timely transportation to OCC clients, exhibitors, patrons and attendees. The OCC shuttle van will provide transportation from OCC to and from off-site shuttle parking lot locations.

The duties assigned to this position warrant a new classification title and salary range. The proposed new classification is Shuttle Van Driver and the recommended salary range is \$9.00 to \$10.00 per hour. This new classification and the defined job duties have been reviewed and approved by the General Manager and Human Resources.

Fiscal Impact:

Fiscal impact does not apply at this time. The increase will be covered by the 2000-2001 budget.

Recommendation:

Staff recommends that the Metropolitan Exposition Recreation Commission approve the creation of the Shuttle Van Driver to handle the responsibilities as outlined in the Background Analysis.

Job Code:		Established: 10/00
Title:	Shuttle Van Driver	Revised:
Range:		EEO:
Bargaining Unit:		
FLSA:	Non-Exempt	

General Statement of Duties

To provide safe, courteous and timely transportation to Oregon Convention Center (OCC) clients, exhibitors, patrons and attendees. The OCC shuttle van provides transportation from OCC to and from off-site shuttle parking lot locations.

SUPERVISION RECEIVED

Supervision is received from the Ticketing & Parking Services Manager.

SUPERVISION EXERCISED

None

EXAMPLES OF PRINCIPAL DUTIES

- Drive a shuttle van on a prescribed route while adhering to a time schedule. Occasionally, drivers are permitted to alter their route based on traffic, weather, or other conditions that may delay the passengers if the bus stayed on the normal route.
- Compiles accurate and timely mileage, destination and ridership logs.
- Assists passengers with luggage and packages in a friendly and professional manner.
- Keep vehicle(s) clean by washing, sweeping, mopping, dusting or vacuuming.
- Daily inspection of equipment to ensure the vehicle(s) is safe to operate.
- Ensure all fluids are within operating limits. Adjust as necessary.
- Provide information and directions to passengers regarding the facility and events.
- Other duties as required.

RECRUITING REQUIREMENTS

KNOWLEDGE, SKILL, ABILITY

- Knowledge of rules, regulations and laws described in the State of Oregon Driver's Manual and the Oregon Bus/Truck Operator's Manual.
- Knowledge of the mechanical systems of the vehicle being operated to determine if the vehicle is safe to operate.
- Knowledge of the OCC facility, events and the Portland metropolitan area.
- Must have excellent verbal communication skills.
- Must have excellent customer service skills.
- Ability to work under pressure and remain calm and objective.

PHYSICAL REQUIREMENTS

- Ability to sit and drive a shuttle van in heavy traffic and/or adverse weather conditions without endangering passengers or equipment
- Must be able to assist people using personal mobility devices on and off a van.
- Ability to lift, push and pull up to 50 pounds.

EXPERIENCE AND TRAINING

- High school diploma or equivalent and two years driving experience.

LICENSES

- Current and valid drivers license with safe driving record.
- Ability to obtain a valid Class B commercial driver's license with passenger endorsement and air brake restriction removed.
- Must be able to obtain a DOT physical as mandated by the State regulations.
- Ability to obtain a Cardiopulmonary Resuscitation Certificate.

Job Conditions

Work is performed within the confines of a motor vehicle for extended periods of time. Work is also performed outdoors with exposure to all types of weather. Work is physical in nature and requires exertion.