

JOB VACANCY

Position: Mobile Office Driver

Location: Multiple Counties

Hours: M-Th: 7:30 am- 5:30 pm Fri: 8:00 am – 12:00 pm

Starting Salary Range: \$19.00 -22.00 hr

JOB SUMMARY

The Mobile Office Driver's (MOD) main responsibility is to safely transport Brightpoint staff and equipment to the assigned locations in a timely manner. The MOD is responsible for greeting clients and providing general information about Brightpoint's programs. The MOD will promote a clean, positive, friendly work environment for co-workers, clients, vendors, and the general public.

JOB DUTIES

1. Safely transporting Brightpoint staff and materials to and from specified locations in a timely manner.
 2. Maintain a clean and mechanically-sound vehicle by performing regular washing, cleaning and basic vehicle maintenance.
 3. Obey all traffic laws.
 4. Perform inspections of the vehicle before and after each route/scheduled activity.
 5. Adjusting travel routes to meet the overpass height requirements for the vehicle.
 6. Assist clients with getting on and off the mobile unit when necessary.
 7. Maintain fuel levels and mileage/travel logs.
 8. Reporting any accidents, injuries and vehicle damage to management.
 9. Maintain a minimum standard of quality established by the program regulations and within Brightpoint's established guidelines.
 10. Collaborates with other Brightpoint departments, programs, and services to ensure maximum benefits to families.
 11. Implements Brightpoint Values at all times.
 12. Attends and positively participates at all staff meetings, in Brightpoint improvement processes, and professional development trainings.
 13. Adheres to Brightpoint personnel policies, EEO/AA requirements, fiscal procedures and all other workplace rules.
 14. Performs other duties as assigned by the Office Systems Manager or Division VP.
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SKILLS AND QUALIFICATIONS

1. High School Diploma or equivalent preferred
 2. Preferred Class B or Class C CDL License or minimum 2 years large vehicle driving experience.
 3. Must have a satisfactory driving record, based on Brightpoint's auto insurance carrier.
 4. Must have sound knowledge of road safety regulations.
 5. Ability to utilize maps, GPS systems and other navigational systems.
 6. Strong interpersonal, written, and oral communication skills with strong mathematics aptitude.
 7. Ability to quickly develop a thorough understanding of basic community action concepts.
 8. Ability to work with minimal supervision; self-motivated, attentive to detail, organized, productive, flexible, and dependable.
 9. Ability to work flexible hours, including evenings and weekends.
 10. Ability to relate well with diverse personalities from a variety of socio-economic backgrounds.
 11. High comfort level with public interaction.
 12. When driving for Brightpoint, the employee must have a valid Indiana driver's license and must maintain minimum auto insurance liability limits of \$100,000/\$300,000.
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DATES FOR INTERNAL POSTING: FROM 06/20/2023 TO Until filled

TENTATIVE DATES FOR EXTERNAL POSTING: 06/20//2023- Until filled

APPROXIMATE DATE FOR POSITION TO BEGIN: IMMEDIATELY

FOR FURTHER INFORMATION, CONTACT, HUMAN RESOURCES EXT. 206 or 213

APPLICATIONS ACCEPTED – 227 E. Washington Blvd, FORT WAYNE, IN

8:00 A.M. - 5:00 P.M., MONDAY – THURSDAY AND 8:00 A.M. – 11:00 A.M., FRIDAY

OR VIA THE INTERNET AT www.mybrightpoint.org