Posted: September 30, 2026
Dept: Nutritional/Senior Services
Salary: $23/hour
Part Time Position
only as needed
Mon - Fri 10:15am -1pm
Respond to: Town of Yorktown
Human Resources Department

CHAUFFEUR

GENERAL STATEMENT OF DUTIES:

Operates an automotive vehicle transporting the public on assigned routes to public facilities; does related work as required, as needed.

DISTINGUISHING FEATURES OF THE CLASS:

This is manual work of average difficulty requiring skill in the operation of an automobile or small van. The operator is responsible for the safety and conduct of the passengers. The work is performed under general supervision.

EXAMPLES OF WORK: (Illustrative Only)

Operates an automobile or van on a regular schedule or on special occasions;

Checks the operating condition of the automobile before starting on a trip;

Reports any operational defect to immediate superior;

Keeps interior and exterior of vehicle clean and neat;

May be required to operate a station wagon or other similar vehicle;

May be required to perform minor maintenance tasks on the vehicle;

May maintain records of mileage, routes, times and incidents;

May prepare and maintain maps of routes and pick-up routes.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Good knowledge of driving safety practices and traffic laws and regulations; ability to operate an automobile or van under difficult driving and road conditions; ability to make minor repairs to the vehicle; ability to understand and follow simple oral and written directions; mechanical aptitude; mental alertness; dependability; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE:

Possession of a valid operator's license appropriate to the vehicle being operated at time of appointment. **CDL – B license is required. Passenger endorsement preferred.**

You will be delivering home meals. You may be asked to operate a vehicle with a capacity of fifteen (15) or more passengers, incumbents must also be certified as qualified and fit in accordance with Section 19A of the New York State Motor Vehicle Law.

NOTE: A $50 fee paid to Westchester County for a background check is also required if hired.

Email, send or fax resume to:

Email: tkuzemczak@yorktownny.org

Town of Yorktown
Attn: Human Resources
363 Underhill Avenue
Yorktown Heights, NY 10598,

FAX (914) 962-0326

Equal Opportunity Employer