

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 6120

TITLE: CHAUFFEUR

GRADE: S-09

DEFINITION:

Under general supervision, drives a passenger vehicle/van or light delivery truck on County business; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

None.

ILLUSTRATIVE DUTIES:

Drives passengers to a variety of destinations, and may provide support or assistance when necessary;

May deliver books and films to various libraries/schools;

Takes mail to post office;

Reports mechanical difficulties in vehicle;

Sees that vehicle is serviced regularly.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of State and local traffic laws and regulations;

Ability to drive a passenger vehicle/van and/or light truck;

Ability to follow written and oral instructions;

Ability to develop and maintain cordial relationships with children, fellow employees, and the general public.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to:

Completion of the eighth grade; PLUS

One year of experience driving passenger vehicles.

CERTIFICATES AND LICENSES REQUIRED:

Possession of a valid Motor Vehicle Driver's License; OR

Contingent upon area of assignment, some positions in this class may require a Commercial Driver's License;

May be required to provide copies of driving record periodically for verification of driving status.

REVISED: May 21, 1992