



Job Title: Transport Driver

Reports To: Executive Director

FSLA Status: Non-exempt – hourly

General Summary: Responsible for loading and transporting animals to and from various veterinary clinics for medical services, making bank deposits, picking up donations. Maintain and clean cats at the Petco location. Various other duties and runs will be assigned as needed. Maintaining transport vehicle, ensuring it is clean both inside and out.

Essential Duties and Functions:

Facility Care:

- *Follow established disease control protocols to maintain a safe and secure environment inside the transport vehicle.*
- *Keep vehicle clean and organized.*
- *Load and transport animals to the veterinarian for surgical procedures.*
- *Clean Petco Cats*

People Care:

- *Cultivate positive client, volunteer and coworker relations through professional, courteous and educational interactions.*
- *Practice and encourage the humane treatment of animals.*
- *Provide quality customer service to clients, volunteers, and staff while actively promoting our mission, services, programs, and events.*
- *Work cooperatively with all of the veterinary clinics and their staff, recognizing their talents and the service they provide to the Humane Society.*

Safety:

- *Ensure a safe work environment, following all safety guidelines, including PPE, and modeling safe work practice.*
- *Take immediate action to address any safety concerns that could put a staff member, volunteer, client, animal, or the organization at risk.*

Physical Requirements and Work Environment:

- *Work is performed in a kennel/shelter setting, outdoor or in a vehicle driving.*
- *Frequent bending, reaching, kneeling, climbing stairs, walking,, and standing while performing job functions.*
- *Exposure to disinfectant solutions.*
- *Exposure to various weather conditions when working outdoors.*
- *Lifting 50 pounds + with reasonable accommodations.*
- *Consistently exposed to animals, animal allergens, loud noises, and odors under conditions with limited alterations available.*

Qualifications:

- *Must have a valid driver license.*
- *Must have a clean driving record.*
- *High school diploma or equivalent.*
- *Available to work Monday through Friday 7:30 a.m. to 4:30 p.m.*

Knowledge, Skills and Abilities:

- *Commitment to the mission, values, goals, and success of the Humane Society of the Black Hills.*
- *Highly motivated, out-going, polite, and professional manner.*
- *Team player, able to work in a fast-pace environment and multi-task.*

This job description reflects the general details of the specific job and is not necessarily a complete listing of all the work assignments that may be required.

By signing below I acknowledge that I am 18 years of age or older and I am physically able to perform te duties mentioned above. I also am signing that I understand and accept that the Humane Society of the Black Hills “Drug Free Workplace” Policy. I know I may be asked to submit to a urinalysis or blood test at the expense of my employer in random selection or for cause. Refusal will result in termination.

Signature

Date