



HELPING PEOPLE SEE THE WORLD CLEARLY

Employment Opportunity

Job Title:	Fleet Manager/Driver/Optometric Tech (CDL Class A required)
Job Type:	Full-time, Exempt
Reports to:	Executive Director
Location:	Flexible (Schools and Health Centers)
Hours:	M-F, 8:00am-5:00pm
Salary:	\$45-50k
Website:	www.halfhelen.org

Job Description

At half Helen (hH), we exist to help children and adults see the world clearly. We are seeking a driver (and fill-in drivers) to move our 55-foot mobile eye clinic (F-350 truck and custom trailer) between partner locations throughout Bastrop, Hays, Travis, and Williamson counties. This is a full time position that is perfect for a licensed CDL Class A driver with experience towing gooseneck trailers. The Driver position will be responsible for completing daily operations and maintenance checks for the F-350 and the custom trailer, as well as functioning as Optometric Technician (training provided).

Duties

- Daily Operations
 - Follow appropriate safety procedures while driving the mobile unit to destination.
 - Assist staff in unstrapping equipment and setting up the clinic at the start of the day, as well as ensuring all equipment is strapped down and ready for transport back to the storage facility at the end of day.
 - Function as an Optometric Technician (training provided) and support the Clinic Coordinator and optometrists with pre-exam testing and patient registration.

- Assist the Clinic Coordinator in sending patient medical reports to their Primary Care Physician after their exam.
- Fill up diesel tanks on F-350 and Generator.
- Report vehicle defects, accidents, traffic violations, or damage to the vehicle to the Executive Director.
- Oversee routine preventive maintenance activities that are required to keep the half Helen fleet running at its optimal performance. This includes the F-350, equipment onboard the trailer, and generator. The maintenance checks stipulated in the automobile warranty manual should be consulted. The General Contractor and Subcontractors should be consulted to develop a schedule for maintenance on trailer components.
- Schedule and transport vehicles to respective vendors for maintenance.
- Recommend and oversee needed improvements/replacements for the vehicles to maintain the usage for a minimum of 10 years.
- When the time comes to increase our fleet vehicles, be prepared to discuss better design ideas to make the units more efficient and effective.
- When dealing with optical Prime's general contractor and subcontractor, the Fleet Manager will lead with a grateful and respectful attitude, realizing that these men donated most of their time and materials to build optical Prime. They have demonstrated repeatedly their commitment to our mission.

Knowledge, Skills, and Abilities Required

- **2 years of driving experience, preferred**
- **2 years of a clean DMV motor vehicle record required**
- **CDL Class A license required**
- Must be pass background check and fingerprinting requirements required by half Helen
- Ability to work in a constant state of alertness and in a safe manner is required. Driver must have the ability to accept responsibility for their own safety, as well as the safety of others.
- Outgoing personality and enjoy working with children and adults.

Benefits

- Competitive pay
- Monthly allowance for health benefits
- Medical scrubs (staff uniform) and PPE provided by hH
- 10 days paid time off (PTO), plus:
 - 11/21-11/25/2022 for Thanksgiving
 - 12/23/2022-1/02/2023 for Winter holidays

To Apply

Please email your resume to Chelsea Elliott at chelsea@halfhelen.org.