

TRANSIT DRIVER, On-Call

Job duties will include operating various vehicles to transport area residents in a safe, prompt, and courteous manner in and around the City of Carlsbad. This position will be on-call working up to 19 hours per week.

Operates various vehicles on assigned routes; picks up and delivers passengers to destination. Assists passengers on and off vehicles when necessary; operates wheelchair lift and assists disabled passengers as needed.

Maintains assigned vehicles; including fueling, cleaning, light preventive maintenance; coordinates routine servicing and repair of assigned vehicles.

Receives fares and maintains an accurate accounting of receipts. Assists with dispatching and daily records; Maintains a variety of written reports and logs. Attends in-service training classes and out-of-town training classes when scheduled.

Ability to obtain first aid, CPR, and Defensive Driving certification. Ability to establish and maintain effective working relationship with other staff and the public. Ability to follow complex oral and written instructions, policies and procedures.

Skill in operating multi-line telephone, mobile or portable radio, copy machine, small office equipment and hand tools used in light maintenance of transportation vehicles.

Must have knowledge of traffic laws and defensive driving. Must be able to work shift and on-call hours. Must be able to occasionally lift and or move up to 50 pounds.

Qualifications: Completion of high school or GED, and six (6) months work experience which demonstrates an ability to operate transportation vehicles and ability to meet and deal with the public. Must possess and maintain a valid New Mexico driver's license, and have a good driving record.

Must have an excellent work history to include dependability and stability. Starting hourly pay rate will be \$18.63.

To be considered for this position apply at the City Municipal Building, 101 N. Halagueno or respond to City of Carlsbad, Personnel Department, P.O. Box 1569, Carlsbad, NM 88221. Applicants must include a City of Carlsbad employment application filled out completely, along with a driving record from the Motor Vehicle Department and a police report from the Carlsbad Police Department. Resumes are not required, but may be included if desired. Applications will be accepted until position is filled.

EOE M/F/V/D