

THE CITY OF PORTALES, NEW MEXICO

POSITION POSTING #2021-052

POSITION: TRANSIT DRIVER
DEPARTMENT: PORTALES AREA TRANSIT
STATUS: NON-EXEMPT/ SAFETY SENSITIVE
REPORTS TO: PORTALES AREA TRANSIT COORDINATOR
SHIFT: GRANT FUNDED EMPLOYEE – 40 HOURS PER WEEK
SALARY: \$11.50 HOURLY

*****This is a safety-sensitive position, subject to random drug and alcohol testing.***

GENERAL DESCRIPTION:

This job is subject to supervision by the Coordinator of the Portales Area Transit System and requires a person able to operate a mini-bus/van, transporting passengers in a safe, timely, and courteous manner. Work involves, in addition to driving the vehicle, a daily inspection of the vehicle, keeping it clean and ready. Position is classified as Safety Sensitive and will be subject to Drug and Alcohol testing under the authority of the FTA. Schedule will be determined by the public's demand for transportation service and will change accordingly. Requires a willingness to work some weekends, evenings, or beyond normal work hours as necessary.

TASKS AND RESPONSIBILITIES:

Although the following are typical of the tasks and responsibilities routinely performed, additional duties and/or responsibilities requiring comparable or lesser skills, knowledge, or dexterity may be assigned

1. Attend in-service safety briefings and training sessions.
2. Attend all in-state training sessions to become certified in Passenger Assistance and Safety; trainings include Wheelchair Securement, Evacuation Procedures, Blood borne Pathogens, Dealing with Difficult Passengers, etc.
3. Operate vans over a designated route or in response to dispatched calls.
4. Must have knowledge of city grid to enable efficient routing.
5. Must be able to assess each passenger's situation and determine the level of assistance needed and safely provide assistance with boarding and unloading.
6. Receive and log fares as established by policy.
7. Maintain driver's log and records as required.
8. Complete and log thorough pre-trip vehicle inspections, reporting all deficiencies.
9. Provide light preventative vehicle maintenance.
10. Maintain good customer relations.
11. Work staff dispatch desk in the absence of dispatcher/supervisor.
12. Learn 10 codes and proper mobile radio techniques.
13. Maintain the appearance of the vehicle inside and outside.
14. Assist with building custodial duties as needed.
15. Maintain professional personal appearance by caring for and wearing uniforms properly.

KNOWLEDGE, EXPERIENCE, AND SKILLS:

1. High school diploma or GED required.
2. Six (6) months' work experience which demonstrates an ability to operate large vehicles, preferred.
3. Ability to operate a multi-passenger vehicle in a safe manner; must have good driving skills.
4. Defensive Driving Certification and CPR/First Aid Certification are preferred.
5. Good computer skills preferable.
6. Must have a current New Mexico Driver's License or ability to obtain within 30 days of employment.
7. Must have a good driving record.
8. Ability to work with minimum supervision.

WORK ENVIRONMENT:

1. Ability to work both inside and outside.
2. Ability to work in all types of weather; extreme cold temperatures, extreme heat temperatures and extreme wet/humid temperatures.
3. Ability to work with intermittent noise levels.
4. Ability to work with fumes, dust, odors and poor ventilation.
5. Operation of van transporting passengers presents unknown hazards.
6. Ability to work in multiple working surfaces; even, flat/hard, inclined/ramps, uneven, stairs, dry, wet, dust and natural ground.
7. Ability to work alone with or without directions.

PHYSICAL REQUIREMENTS:

1. Ability to lift up to twenty-five (25) pounds occasionally, from ground to waist level, or from ground to shoulder level.
2. Ability to sit for up to four hours at one time, and up to eight (8) hours total per day, with opportunities to change positions.
3. Ability to climb in and out of van multiple times during day.
4. Ability to stand or walk up to four (4) hours at a time, and up to eight (8) hours total per day.
5. Ability to crouch and/or kneel.
6. Ability to bend at the waist and twist or rotate if necessary.
7. Ability to work with arms bent for up to (4) four hours at a time, and up to eight (8) hours total per day.
8. Ability to grasp and manipulate such items as paperwork, telephone, writing utensils, automobile steering wheel, and other items used throughout the workday.
9. Ability to coordinate use of hands, eyes, and one or both feet in operation of automobile, as well as various office equipment.

WORK SCHEDULE:

The regular work week is up to 40 hours per week. Schedule of hours will depend on the public's demand for transportation. Additional time may be required after regular hours. Schedule to be established by Coordinator.

TRAVEL REQUIREMENTS:

1. Limited travel – ability to travel for meetings and training may be required.
2. Overnight travel may be required.

PRE-EMPLOYMENT REQUIREMENTS:

1. Must pass a background investigation including work history, criminal records, driving records and other records deemed necessary.
2. Must pass a post-offer pre-employment drug screen administered by a City-designated facility.

CONDITIONS OF CONTINUED EMPLOYMENT:

1. Candidates must have and maintain a satisfactory driving record and insurability in accordance with the City's insurance carrier.
2. Random drug and alcohol testing is a condition of employment and will be tested under the authority of the Federal Transit Administration.

DEADLINE TO SUBMIT REQUIRED APPLICATION: First review is scheduled for 5:00 p.m., Wednesday, January 5TH, 2021. A bi-weekly review thereafter until position is filled. Applicant must submit required application to Human Resources at City Hall, 100 W. First Street, Portales, N.M. 88130 or online at www.portalesnm.gov.

The City of Portales is an Equal Opportunity Employer and Drug Free Workplace.

I have read and understood the above position specifications for **Transit Driver** for the Portales Area Transit. I understand the demands and expectations of the position described and to the best of my knowledge, believe I can perform these duties.

I acknowledge and understand that the position is not a regular position with the City of Portales. This position of **Portales Area Transit Driver** is funded in whole by grants received by the City from the State of New Mexico or the Federal Government and is not funded by City of Portales through general fund. As such, the position continuance is subject to and conditional upon the City continuing to receive sufficient grants to fund the position. Applicant acknowledges that if insufficient grant funds are not received, this position may be terminated or reduced and limited in scope, services, and compensation on an annual basis. If provided for in the grant, this position may be eligible for benefits based on budgeted hours and with certain restrictions. Position is not entitled to all of the same benefits available to other employees. This position does not have a property interest or property right in continued employment or, in continued compensation at the same level. Grant funded employees shall not have access to grievance procedures when the adverse action is a result of a change in the grant provisions. This position of, and the annual compensation of, the **Portales Area Transit Driver** shall be determined by City Administration on an annual basis dependent upon grant funding to the City.

Applicant Signature _____ Date _____