



MOORE COUNTY GOVERNMENT



Position Vacancy Announcement

MCTS DRIVER – TRANSPORTATION

This Position is Part Time with Benefits

Vacancy Number
16-1047

Hiring Range
\$9.14 – \$10.33 Hourly

Opening Date
April 8, 2016

Closing Date
Open Until Filled

Submit your completed County of Moore Application To:
Moore County
Human Resources
P.O. Box 905
Carthage, NC 28327
Phone: (910) 947-6362
Fax: (910) 947-2792
www.moorecountync.gov

Resumes are optional. Incomplete, unsigned, or any application other than a County of Moore application will not be forwarded to the hiring authority.

Applications received after the closeout date/time indicated will not be eligible for consideration.

Moore County Human Resources Office is not responsible for failure to receive faxed applications.

Please take a moment to ensure your transmission was received.

ESSENTIAL JOB DUTIES

Responsible for the operation of various Moore County Transportation Services (MCTS) vehicles and for the safe and orderly transportation of passengers to and from their destinations; Inspects the vehicle daily prior to beginning route (pre-trip) and after route (post-trip); follows a prescribed checklist in reviewing the vehicle's operational and safety features; records all repair needs/problems on checklist and reports findings requiring immediate attention to office; completes Daily Vehicle Inspection form (DVI) and checks all fluids and maintains proper level; washes and cleans vehicle inside and outside as required; maintains accurate daily trip logs and provides necessary data for MCTS accounting system as required; completes all records daily and follows reporting procedures as required; keeps regular contact by radio with dispatcher (or phone, if radio system is out); uses correct FCC procedures and observes radio courtesy; observes all traffic laws, especially those related to public transportation; ensures that all passengers wear seat belts and follow safety regulations; will perform other related duties as assigned.

KNOWLEDGE AND SKILL REQUIREMENTS

- Ability to accept and follow instructions with minimal supervision;
- Must be courteous, dependable, and be able to relate to people of all ages, and economic and ethnic backgrounds;
- Ability to use sound judgment in following dispatch instructions;
- Ability to recognize, create, and follow logical sequences for pickup and drop-off of passengers in the most efficient manner.

EDUCATION AND EXPERIENCE REQUIREMENTS

- Graduation from high school or equivalent and have at least five 5 years of driving experience;
- Must be at least 21 years of age.

LICENSE AND CERTIFICATION REQUIREMENTS

- Must possess and maintain a valid North Carolina Driver's License.

SPECIAL REQUIREMENTS

***This is a safety sensitive position subject to random drug screenings.

PHYSICAL REQUIREMENTS

Must be physically able to lift a minimum of 40 lbs. and negligible amount of force constantly to move objects; work requires stooping, reaching, standing, walking, lifting, fingering, grasping and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operations of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment. The worker is subject to inside and outside environmental conditions, and atmospheric conditions.

BENEFITS

- **Life Insurance, Retirement and Investment Plans** including membership in the NC Local Government Employees' Retirement System;
- **Holiday, Annual and Sick Leave** for eligible employees.

The County of Moore is a drug-free workplace and Equal Opportunity Employer.

In compliance with the Immigration Reform and Control Act of 1986, Moore County will employ only those individuals who are U.S. citizens or legal aliens authorized to maintain employment in the United States.

All applicants tentatively selected for this position will be required to submit to a pre-employment background check, pre-employment drug test and post offer physical.

Moore County is an E-Verify Participant