



MOORE COUNTY GOVERNMENT



Position Vacancy Announcement

MCTS DRIVER - TRANSPORTATION

*This Position is Part Time With **NO** Benefits*

Vacancy Number

16-1091

Hiring Range

\$9.14 – \$10.33 Hourly

Opening Date

August 26, 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

This position is 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 and 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 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.
- Must be able to obtain CPR and First Aid Certification within 12 months of employment.

SPECIAL REQUIREMENTS

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

PHYSICAL REQUIREMENTS

Must be able to perform all duties associated with operating an MCTS vehicle and 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; verbal 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 verbal 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 blood borne pathogens and may be required to wear specialized personal protection equipment. The worker is subject to inside and outside environmental conditions, and atmospheric conditions. Work includes completion of daily inspection of vehicle, fueling, interior and exterior cleaning of vehicle, maintaining accurate trip records, assisting passengers as required, receiving and accounting for fares (if applicable), radio communications, and any other related duties as assigned.

**Moore County 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
background check, pre-employment drug test, and post offer physical.**

Moore County is an E-Verify Participant