

City of Ruidoso Downs

Lincoln County Transit Driver Part-Time/On Call

Reports To: Transit

Definition: Under general supervision, operates various vehicles to transport area residents in a safe, prompt, and courteous manner.

Essential Functions: Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

Tasks: Operates various vehicles on assigned routes. Picks up and delivers passengers to destinations. Assists passengers on and off vehicle when necessary. Operates wheelchair lift and assists disabled passengers as needed.

Receives fares and maintains an accurate accounting of receipts. Assists with dispatching and daily records, maintains a variety of written reports and logs.

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

Attends in-service training classes and out-of-town training classes when scheduled.

Performs other related duties as needed or assigned.

Working Conditions: Part-time/On Call position. May work in a variety of environments including outside in inclement weather. Must be able to lift and-or move up to 50 pounds.

Knowledge, Skills, and Other Characteristics:

Thorough knowledge of traffic laws and defensive driving.

Ability to obtain first aid, CPR, and Defensive Driving certification.

Ability to follow complex oral and written instructions, policies and procedures.

Skill in operating multi-line telephone, mobile or portable radio, copy machine, and small office Equipment.

Knowledge and skill in light maintenance of transportation vehicles.

Skill in establishing and maintaining effective working relationships with employees and the public.

Other Qualifications: High school education or equivalent and six (6) months work which demonstrates an ability to operate transportation vehicles. Must possess and maintain a valid New Mexico Driver's License. English and Spanish speaking preferred. Must have proof of a good driving record. Must be able to pass a pre-employment physical and drug screen.