

# City of Las Vegas Career Opportunity

Applications are being accepted for a **part-time (SEP) Driver/Custodian** for the Senior Center. **Senior Employee Program (SEP) hires Must be 55 years of age or older, meet low income eligibility criteria and provide proof.**

**Entry Level:** \$7.50

**Nature of Job:** Be familiar with areas where residents served, (Pecos, San Miguel, Las Vegas). Ability to operate a public passenger vehicle. Must meet all licensing and regulatory requirements of the State of New Mexico, and the City of Las Vegas related to the operation of a public passenger vehicle. Ability to use radio communication equipment.

Attends to special needs of passengers. Ability to perform routine maintenance and keep assigned vehicles clean and washed. Ability to understand and at all times follow safe operating standards when operating the vehicle and in assisting passengers and to enforce safe behavior on the part of passengers. Able to work as part of a small team requiring close cooperation with the Manager, and other Senior Center staff. Knowledge and ability to satisfactorily learn within three months of employment, mechanical and technical data regarding passenger transportation vehicles to a level where communication of problems and specifications can be made.

Responsible for maintaining any/all checklists and logs associated with the position. Performs daily, weekly, or monthly maintenance on floors, including dusting, mopping, sweeping, vacuuming, or other cleaning processes. Performs daily, weekly, or monthly maintenance on windows, as needed. Performs daily, weekly, or monthly maintenance on walls or other interior surfaces, including wiping, dusting, vacuuming, or other cleaning processes. (A detailed job description is available at the Human Resource Office.)

**Qualifications:** High school diploma or general education degree (GED); or one to two years related experience and/or training; or equivalent combination of education and experience. Must possess a Class D Operators License and must be insurable by the city's insurance carrier. **Senior Employee Program (SEP) hires Must be 55 years of age or older, meet low income eligibility criteria and provide proof.**

**Posted:** General Public: Until Filled

**General Public:** Defined as any person interested in the position who meets the qualifications as well as any City employee who did not meet the in-house deadline. An application with all necessary documentation including any pre-employment test must be completed and returned to the Human Resource Division.

**Reviewed and approved for publishing by:**

  
Richard R. Trujillo, City Manager

  
Human Resource Manager