City of Las Vegas
Career Opportunity

Applications are being accepted for a part time **Driver/Helper** for the City of Las Vegas San Miguel Senior Center.

Entry Level: $8.08

Nature of Job: Provides transportation for senior adults to and from their homes to local Senior Citizen Centers, shopping, and appointments. Responsible for the delivery of meals to qualified homebound senior citizens. Assists when required in the areas of cooking and packaging, assists in maintaining kitchen in accordance with all Local, State and Federal laws pertaining to food preparation. 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. Assists in cleaning and keeping in an orderly condition the premises of the Senior Center, with emphasis on the kitchen. Assists in maintaining food inventory and receiving incoming shipments. Works a varied schedule which may include weekends and evenings, depending on the events planned for the Senior Citizens (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 New Mexico Drivers License and must be insurable by the city's insurance carrier.

Posted: General Public: October 2, 2015 thru October 9, 2015

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:

Elmer J. Martinez, City Manager

Human Resource Manager