



JOB ANNOUNCEMENT

General Public Vacancy

OPEN DATE: July 8, 2024

CLOSE DATE: Until Filled

JOB TITLE: Transit Driver/Maintenance Worker

PAY RANGE: \$15.00/hr

DEPARTMENT: Community Development

DIVISION: Transportation

SUMMARY:

Performs under the direction of the Transit Operations Supervisor. This is routine work in the operations of transit system vehicles and the operation of the transportation facility. This position involves manual work and responsibility performing tasks of a manual nature. Work may involve some routine maintenance on transit vehicles as well as the transportation facility. Work involves transporting passengers on regular routes and special charters. Work extends to dealing courteously and tactfully with the general public. Work is performed in accordance with established City and department procedures and policies. Work of this class involves many actions which if improperly performed can cause serious consequences for the safety of public and property. Work involves the application of a specialized body of knowledge that requires on-the-job training. Work is performed under general supervision with no supervisory responsibility. Work originates from the on-going needs of the municipal transit system and facility, as well as special assignments from supervisors. Work of this class requires extensive public contact. This position involves facility and grounds maintenance.

DUTIES AND RESPONSIBILITIES:

- Ability to operate a public passenger vehicle.
- Must meet all licensing and regulatory requirements of the State of New Mexico, the Federal Transit Administration and City of Las Vegas related to the operation of a public passenger vehicle.
- Ability to use radio communication equipment.
- 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.
- Assist passengers and to enforce safe behavior on the part of passengers.
- Perform facility and grounds maintenance such as sweeping, mopping, cleaning windows, emptying trash, cleaning restrooms, maintaining clean exterior grounds, weed control, shoveling snow and painting.
- Able to work as part of a small team requiring close cooperation with the Director, Manager, Dispatcher and Drivers.
- 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.
- Performs other related duties as required or assigned.

EMPLOYMENT REQUIREMENTS:

- Must possess and maintain an insurable New Mexico Driver's License and may be required to possess a CDL license.
- High School Diploma or Equivalent.
- At least two (2) years experience working in a maintenance position.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of operating a public passenger vehicle.
- Knowledge of facility maintenance duties.
- Knowledge of operating radio communication equipment in accordance with FCC Rules and Regulations.
- Knowledge of emergency procedures for transit system vehicles.
- Considerable knowledge of State and Local traffic laws, signs and signals.
- Skills relating to general public in a safe and courteous manner.
- Ability to handle difficult interpersonal situations.
- Ability to perform routine work aids required in carrying out facility maintenance duty and responsibilities.
- Ability to understand transportation schedules and daily operations.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to sit for extended periods of time while driving. May be required to work in inclement weather conditions. Assists passengers on and off vehicles when necessary. Work will also be performed indoors and outdoors of the transportation facility.

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility factors: Walk 10%, Climb Steps/Stairs 5%, Kneel 10%, Primary Work Position: Sit 50%, Stand 25%.

Specific Movements: Trunk: Bends; Arms: Reaches and stretches, carries 50-75 lbs maximum (approximately 20 feet occasionally); Legs: Kneels, walks; Hands: Gross dexterity, grasps/manipulates, bilateral coordination, eye/hand coordination.

NOTE: This position is subject to drug testing both pre-employment and random as set forth in the City of Las Vegas Drug Policy and Transportation Department-FTA Drug and Alcohol Testing Policy.

APPLICATION PROCEDURE -- Interested applicants must submit a City of Las Vegas Employment Application.

The employment application is available at: <https://www.lasvegasnm.gov/general-7-1>

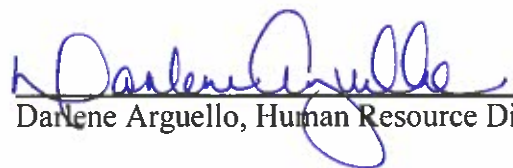
Application Materials can be sent to: Human Resources Department
1700 N Grand Avenue
Las Vegas, NM 87701

OR send via email to: consuelo@lasvegasnm.gov

Reviewed and approved for publishing by:



Timothy Montgomery, City Manager



Darlene Arguello, Human Resource Director