



Rio Arriba County

VACANCY NOTICE

Human Resource Department

P.O. Box 127

Tierra Amarilla, New Mexico 87575

Telephone: (575) 588-7254 Fax: (575) 588-9346

Web: www.rio-arriba.org

Position: VAN DRIVER

Positions Available: 1

Department: SENIOR'S - Tierra Amarilla

Rio Arriba County is seeking a responsible party to provide a variety of transportation services for Senior Program participants such as; shopping; pick up seniors at home and transport to senior center; transport to recreational activities and other destinations as needed.

Principle Duties and Responsibilities:

- Provides a variety of transportation services for Seniors such as taking Seniors to Senior centers, shopping, pharmacists and recreational activities;
- Assists the kitchen staff in preparing, serving, meals;
- Maintains a vehicle maintenance report and submits monthly to Supervisor;
- Conducts a daily vehicle check, which should include but be limited to, checking oil, transmission fluid, windshield fluid, tire inflation and vehicle cleanliness (interior and exterior);
- Insures that proper documentation pertaining to the vehicle and driver is in vehicle at all times;
- Verifies that all fire extinguishers and First Aid kits are stored and stocked at all times;
- Obeys all traffic laws and regulations pertaining to transportation vehicles;
- Performs other duties as assigned by Director.

Skills Knowledge and Abilities:

- Employee must complete and pass a pre-employment drug test;
- A Valid New Mexico Driver's License is required;
- A High School Diploma or GED is required;
- Ability to work with minimum general supervision;
- Good driving record for the past 5 years;

- Is able to communicate with the Elderly;
- Ability to read and write;
- Knowledge of all traffic laws and regulations pertaining to public transportation;
- Able to understand all gauges in van, judge distances and speeds to insure the safety of passengers.

For more details on duties, responsibilities, and qualifications please contact Molly Otero, Administrative Assistant IV, Human Resources at 575-588-7254 or e-mail to motero@rio-arriba.org

Opening Date: 10/14/ 2021 Closing Date: UNTIL FILLED

Starting Pay: As per 2021-2022 Rio Arriba County Salary Schedule

Interested Applicants may submit an Employment Application to the Human Resource Department in Tierra Amarilla or to the Human Resource Department at the Espanola Office.

The County of Rio Arriba is an Equal Opportunity Employer. Selection for this position will be made solely on the basis of merit and qualifications without regard to race, national origin, political affiliation, religious faith or absence thereof, sex, age, disability, or any other non-merit factors.
