# MADISON COUNTY VACANCY ANNOUNCEMENT

# MADISON COUNTY TRANSPORTATION AND OPERATIONS DEPARTMENT
# PART-TIME VAN DRIVER (10-HOURS WEEKLY)

**Position Summary**
Operates vehicles as necessary for the Madison County Transportation Authority and monitors van passengers.

**Knowledge, Skills & Abilities**
Local Geography- Thorough knowledge of county and municipal road systems, landmarks, and alternative routes to minimize trip delays when necessary.

Regulatory Compliance- Strong working knowledge of federal, state, and North Carolina Department of Transportation (NCDOT) rules regarding public transit safety.

**Essential Functions**
- Drives MCTA vehicle in a safe and responsible manner, obeying all traffic laws.
- Monitors passengers in vehicles and enforces seat belt laws while vehicle is in motion.
- Inspects vehicle for operational and safety problems before starting each day's schedule and posts inspection at the end of the route.
- Maintains accurate daily reports of vehicle and trips.
- Provides assistance to passengers entering and departing service vehicles.
- Maintains a clean and orderly vehicle and performs cleaning activities needed at the end of each working day.
- Answers dispatches from the MCTA office and responds to the needs of the community.
- Operators/drivers are to perform a daily radio check at the beginning and the end of their shift.
- Attend and successfully complete all required MCTA training.

**Education, Experience, and Requirements**
- High school diploma or GED with a considerable amount of commercial driving and passenger transportation.
- Must possess a valid North Carolina Commercial Driver's License (CDL) with Passenger endorsement and maintain a clean driving record.
- Must pass a pre-employment Department of Transportation (DOT) physical examination and meet ongoing federal medical requirements.
- This is a Safety-Sensitive position subject to mandated pre-employment, random, and post-accident drug and alcohol screenings.

**Application Process & Compensation**

Madison County provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, or disability.

This position is open until filled. Incomplete applications or applications noted with "see resume" in place of the required information on the application will not be accepted. Resumes will not be accepted without a completed and signed application.

The application for Employment must include a complete summary of current and previous job duties performed and work experience, with the Position Title in which you are applying for listed on the top of the first page of the Application. Please include ALL prior work experience on your application and resume.

Completed and signed applications with resumes should be mailed to the **Madison County Human Resources Department,140 Elizabeth Lane, Marshall, NC 28753**.

Applications will also be accepted via email: hr@madisoncountync.gov

**Salary: $15.00/hour, maximum of 10 hours per week.**

This position is non-exempt, hourly, under the Fair Labor Standards Act.

Employees at this level do not meet the minimum hour thresholds to qualify for county health coverage, retirement, telemedicine, or paid leave benefits.
This position falls below the threshold of at least 1,000 hours per year, it ***will not*** be eligible for membership with the North Carolina Local Government Employee Retirement System (LGERS).