



Madison County Vacancy Announcement

Substitute Transportation & Operation Worker Madison County Transportation & Operation Department

Position Summary:

This position will serve as a substitute worker for the Madison County Transportation & Operations Department. This position will operate the vehicles for Madison County Transportation and monitor van passengers. The position will also serve as a substitute custodian for County buildings.

This is a Substitute position and will serve on an as needed basis.

This employee reports directly to the Transportation & Operations Director. This position is non-exempt under the Fair Labor Standards Act.

Where to Apply:

Submit a North Carolina State Application (PD 107) with a cover letter to Madison County Human Resources. To obtain an application, visit <https://www.madisoncountync.gov/employment-opportunities.html>. Applications will be accepted at the Madison County Human Resources Office, 107 Elizabeth Ln., Marshall or mailed to: Madison County Human Resources, PO Box 579, Marshall, NC 28753. Applications will also be accepted via email to hr@madisoncountync.gov.

Madison County Government is an Equal Opportunity Employer.

Essential Functions:

- Operates vehicles 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.
- Maintains accurate odometer readings and follows proper procedures in purchasing gas or needed equipment for vehicles.
- Provides assistance to passengers entering and departing service vehicles.
- Collects and records ride fees and donations. Delivers fare revenue to the Fiscal Officer of the MCTA program.
- Maintains a clean and orderly vehicle and performs needed cleaning activities 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.
- Must attend and successfully complete all required MCTA training.
- Performs general custodial work
- Maintaining buildings and facilities;
- Assists in moving furniture;
- Changes light bulbs;
- Unclogs commodes;
- Sweeps, mops and dusts offices and buildings;
- Washes windows, walls, woodwork, bathroom fixtures;

- Operates carpet shampooer; vacuums and cleans carpet;
- Cleans and supplies restrooms; strips and seal floors;
- Refills soap, towel and tissue dispensers;
- Cleans drinking fountains; sweeps sidewalk;
- Must have a working telephone in home at all times.
- Other related duties as assigned

Education and Experience:

High school diploma or G.E.D. is preferred but not required. Previous commercial driving and/or passenger transportation experience is preferred.

Physical Requirements:

Requires corrected vision and hearing to normal range. Must be able to communicate with clients. Requires manual and finger dexterity and hand-eye coordination. Requires lifting/carrying up to 40 pounds using appropriate body mechanics and equipment, with reasonable accommodation if needed. Ability to communicate by way of the telephone and two-way radio with participants, customers, vendors and staff.

Requirements:

Applicant must be willing to submit and pass a pre-employment drug/alcohol test as well as a criminal background check. Must possess a valid North Carolina Driver's License (B, C or CDL (passenger endorsement)). Must be 21 years of age and possess a good driving record.

Salary:

\$10.00 per hour