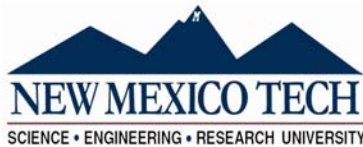


Posted: April 1, 2021



POSITION ANNOUNCEMENT

TITLE: BUS DRIVER/ MAINTENANCE (2)

DEPT: EMRTC

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE: \$12.75-\$15.90

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

***INTERNAL POSTING THROUGH:** April 12, 2021* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB DUTIES:

Assist in the daily First Responder's (FR) program activities to include logistical support, vehicle inspections, scheduling, as well as transportation support at the direction of the project managers. Will assist in monitoring vehicle inspections and bus maintenance within the First Responder bus fleet. Will be responsible to compile and/or prepare reports or other information as required by management. Assist in maintaining records pertaining to inventory, maintenance, or inspections of buses. Must maintain a valid CDL with bus endorsements and is primarily responsible for providing for all first responder transportation needs within the training division and under the direction of the project manager. Must be willing to travel outside of Socorro as requested.

REQUIRED QUALIFICATIONS:

High school (or GED) level ability in spelling, grammar, basic composition and math plus two (2) years' direct training program experience required. Solid organizational and customer service skills, with supervisory experience required. Solid interpersonal communication skills to include verbal and written, active listening, and critical thinking required. Solid skills to quickly evaluate complex issues and identify resolution required. Ability to develop, plan, and implement short- and long- range goals required. Knowledge of organizational structure, workflow, and operating procedures required. Ability to create, compose, and edit written materials desired. Ability to oversee the maintenance and operation of a commercial bus fleet required. Must have a Valid New Mexico driver's license and be able to obtain a Commercial Driver's License (CDL) with Bus Endorsement.