



# Rio Arriba County

## *JOB DESCRIPTION VACANCY*

### **VAN DRIVER - ESPANOLA**

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<b>DEPARTMENT:</b>	SENIORS
<b>PRIMARY LOCATION:</b>	ESPANOLA
<b>SALARY CLASSIFICATION:</b>	VD-6
<b>SALARY:</b>	\$17.23 TO \$22.17 HOURLY / \$26,897 TO \$34,585 ANNUAL
<b>POSITION STATUS:</b>	FULL TIME
<b>FLSA CLASSIFICATION:</b>	NON-EXEMPT
<b>CLOSING DATE:</b>	<b>OPEN UNTIL FILLED</b>
<b>POSTING DATE:</b>	24 JUNE, 2024

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*The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by employees in this classification; only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties. This is not an all-inclusive list of all responsibilities, duties and skills required of personnel in this classification. Duties, responsibilities and activities may change at any time with or without notice.*

#### **Primary Summary:**

Under general supervision of the Seniors Director, Senior Center Site Coordinator / Manager or designee, the selected candidate will provide a variety of transportation and meal delivery services for seniors. Employee will assume the duties to perform essential duties and responsibilities.

#### **Duties and Responsibilities:**

- Provides transportation services to seniors throughout the community; such as taking seniors to senior centers, shopping, pharmacists, recreational activities, etc.
- Provides assistance to seniors boarding and disembarking from the van at all times
- Assists with meal preparation and packaging of meals
- Provides home delivery of meals to seniors throughout the community
- Conducts daily vehicle check to include but not limited to: interior and exterior check, windshield fluid levels, oil, and tire pressure maintenance
- Reports to Site Coordinator/Manager
- Maintains confidentiality of all privileged information
- Contributes to a team effort
- Performs other duties as assigned or required
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- Performs other duties as assigned or required



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#### **Minimum Qualifications:**

- High School Diploma and/or GED
- Shall maintain a valid New Mexico driver's license while employed with RAC
- Must successfully complete a background investigation
- Must not be convicted of a felony
- Must successfully pass a drug screening
- Minimum of two to three years of driving experience

#### **Recommended Qualifications:**

- Knowledge of all traffic laws and regulations pertaining to public transportation
- Good driving record for the past three years
- Compassion and ability to work with the elderly and others

#### **Preferred Qualifications:**

- Able to understand all gauges in vehicle, judge distances and speed to ensure the safety of passengers
- At least three years' experience as a driver transporting others (must demonstrate experience in job application)
- Experience transporting passengers
- Experience driving in all weather conditions
- Experience assisting in a commercial kitchen environment

#### **Knowledge, Skills and Abilities:**

- Ability to act in an independent and conscientious manner using sound judgment
- Ability to act in an independent and conscientious manner using sound judgment
- Ability to maintain confidentiality
- Ability to handle multiple tasks and meet deadlines in a fast paced environment
- Ability to communicate effectively, both orally and in writing
- Ability to communicate effectively, both orally and in writing
- Ability to work with minimal supervision
- Ability to communicate effectively with the elderly
- Ability to work with minimal general supervision

#### **Physical Demands:**

While performing the duties of this job, the employee routinely sits, stands, walks, talks and hears. The employee regularly uses manual dexterity and visual acuity to complete tasks. The employee may occasionally lift and/or move up to fifty (30) pounds. If an item is above fifty (30) pounds in weight, then two or more County staff members will team up to lift the object.



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#### **Work Environment/Conditions:**

Work is performed in a commercial kitchen and/or cooking environment as well as driving a County van or vehicle with a moderate noise level, occasionally working under stressful conditions and for extended periods of time. Work is performed in facilities within Rio Arriba County. This position is routinely exposed to Visual/Video Display Terminal (VDT) and extensive personal computer and phone usage. Evening, holiday, and weekend work outside of normal business hours may be required as well as travel and attendance at meetings. The employee may also need to go outside in all kinds of weather and travel to various locations.

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#### **County position requires the following professional skills and abilities as key and necessary elements of performance. Employees are required to:**

- Demonstrate regular and reliable attendance
  - Work well with others and participate fully in a team-oriented environment
  - Interface with other employees and customers in a courteous and respectful manner
  - Project positive support of their department and all county organizations at all times
  - Maintain and enhance the county's commitment to customer service excellence
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Working Conditions for individual positions in this classification will vary based on each departments' utilization, essential functions and the recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

#### **Conditions of Employment:**

Successful completion of thorough background investigation. Must pass a pre-employment drug screening and MVD check. Employees must comply with the safety guidelines of the county and follow the HIPPA Guidelines Manual - Policies and Procedures. Must possess and maintain a current driving course certificate from Rio Arriba County or must pass and receive a defensive driving course certificate within (30) days of the date of hire as a condition of continued employment.

**Please send an e-mail with your Letter of Interest,  
Resume and Job Application to:**

**[JobApplications@rio-arriba.org](mailto:JobApplications@rio-arriba.org)**

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