



## JACKSON COUNTY

### Human Resources Department

401 Grindstaff Cove Road, Suite A-218, Sylva, NC 28779

Phone 828.631.2212 • Fax 828.631.2266

# Employment Opportunity

Please post in a location accessible to all employees

<b>Position:</b>	<b>Transit Driver</b>	<i>Permanent, Full-Time, Non-Exempt</i>
<b>Department:</b>	Transit	
<b>Description of Duties &amp; Responsibilities:</b>	<ul style="list-style-type: none"><li>• Drives vans and buses to transport passengers over specified routes to local or distant points according to a time schedule</li><li>• Provides safe, reliable, efficient, and customer friendly transit service to all Jackson County residents.</li><li>• Completes reports accurately documenting miles, fuel and route times.</li><li>• Conducts pre and post trip inspections of vehicles; report or correct any deficiencies.</li><li>• Maintains detailed trip logs, collects and records fares.</li><li>• Operates 2-way radios, computerized tablets, and hydraulic lifts.</li><li>• Pushes, pulls and adjusts wheelchair positions on ramps, lifts, and inside vehicle.</li><li>• Follows all state and federal transit regulations.</li><li>• Performs routine maintenance and cleaning of vehicles.</li><li>• Monitors and corrects fuel and fluid levels of vehicles.</li><li>• Attends safety and training classes.</li><li>• Ensures that passengers are greeted properly; provides information and assistance to passengers.</li></ul>	
<b>Education &amp; Experience Requirements:</b>	High school diploma or GED required. Valid NC driver license with a good driving record and be willing to obtain a Class C – NC Commercial Driver License within 60 days of employment. One year of driving experience is preferred. Must complete required transit training. Must participate in random drug screening program.	
<b>Starting Salary &amp; Benefits Information:</b>	\$29,482.10 Jackson County provides a robust offering of employee benefits including: employer paid medical and dental benefits, participation in the Local Governmental Employees' Retirement System, paid leave (vacation, sick, and holiday), Employee Clinic, Wellness program, and supplemental benefit offerings. A full overview of benefits is available at <a href="https://www.jacksonnc.org/employment-opportunities">https://www.jacksonnc.org/employment-opportunities</a>	
<b>Application Requirements</b>	Submit a completed Application for Employment to: Jackson County Human Resources Department, 401 Grindstaff Cove Road, Suite A-218, Sylva, NC 28779	
<b>Closing Date:</b>	<b>January 4, 2023</b>	

### Jackson County is an Equal Opportunity Employer

*Pre-employment drug screen and criminal background checks are required  
Jackson County participates in the federal E-Verify program*