



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

Position:	Transit Driver <i>Permanent, Full-Time, Non-Exempt</i>
Department:	Transit
Description of Duties & Responsibilities:	<ul style="list-style-type: none">• Drive vans and buses to transport passengers over specified routes to local or distant points according to a time schedule• Provide safe, reliable, efficient, and customer friendly transit service to all Jackson County residents.• Complete reports accurately documenting miles, fuel and route times.• Conduct pre and post trip inspections of vehicles; report or correct any deficiencies.• Maintain detailed trip logs and collect fares.• Operate 2-way radios, computerized tablets, and hydraulic lifts.• Push, pull and adjust wheelchair positions on ramps, lifts, and inside vehicle.• Must be physically mobile and possess dexterity to sit, stand, walk, climb, bend, squat, stoop and lift at least 25 pounds and work in confined spaces.• Transit drivers are required to follow all state and federal transit regulations including required transit training and participation in random drug screening program.
Education & Experience Requirements:	High school diploma or GED and valid North Carolina driver license. Prefer a candidate with at least on year driving experience.
Starting Salary & Benefits Information:	\$22,984.33 (Grade 13) 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 https://www.jacksonnc.org/employment-opportunities
Application Requirements:	Submit a completed Application for Employment (PD107) to: Jackson County Human Resources Department 401 Grindstaff Cove Road, Suite A-218 Sylva, NC 28779 NC Works Career Center 26 Ridgeway Street, Suite 2 Sylva, NC 28779 The Application for Employment – State of North Carolina form PD107 - is available online at: https://www.jacksonnc.org/employment-opportunities or may be obtained at the Jackson County Human Resources Office or the Sylva branch of the NCWorks Career Center.
Closing Date:	January 24, 2020
Jackson County is an Equal Opportunity Employer <i>Pre-employment drug screen and criminal background checks are required Jackson County participates in the federal E-Verify program</i>	