



## Human Resource Division

Eileen J. Sedillo  
Human Resource Director

Maria L. Martinez  
Chairman - District 4

Harold M. Garcia  
Vice-Chair - District 1

Janice C. Varela  
Commissioner - District 2

Max O. Trujillo  
Commissioner - District 3

Chris A. Najer  
Commissioner - District 5

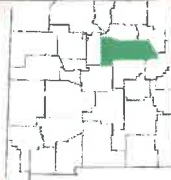
Vidal Martinez, Ed. D.  
County Manager

### SAN MIGUEL COUNTY EMPLOYMENT OPPORTUNITY

San Miguel County is accepting applications for Part Time Driver (Transit Operator) for the DWI Safe Ride Home Service and the Veterans Transport Service. The Safe Ride Home Service Operates on Friday and Saturdays from 8:00 p.m. to 2:00 a.m. and during most governed holidays. The Veterans Transit Service Operates on Tuesday's, Wednesday's and Thursday's on an On Call basis. This position is under the supervision of the DWI Coordinator and must have a valid New Mexico Driver's License.

#### CORRECTIONS POSITIONS RANGE I:

HOURLY SALARY: \$12.00 an hour

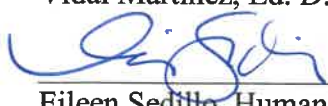


#### DEADLINE:

Deadline for applications is Wednesday, May 15, 2019 at 3:00 p.m. Applications and a detailed job description may be picked up from the San Miguel County Human Resource Office located at 500 West National, Suite 202. You may also obtain an application and a job description by logging on to San Miguel County's Web Site at [www@co.sanmiguel.nm.us](http://www@co.sanmiguel.nm.us). San Miguel County is an Equal Opportunity and Affirmative Action Employer. The County reserves the right to reject any and all applications.

  
Vidal Martinez, Ed. D., County Manager

5/3/19  
Date

  
Eileen Sedillo, Human Resource Supervisor

5.1.19  
Date

**San Miguel County DWI Planning Council  
POSITION DESCRIPTION**

**CLASS TITLE: DWI SAFE-RIDE TRANSIT OPERATOR**

**DEPARTMENT: DWI Program/SMC Detention Ctr.**

**CLASSIFICATION: Part-Time**

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**CORRECTIONS POSITIONS: RANGE I**

**SALARY:**

**JOB DESCRIPTION:**

Under general supervision of San Miguel County DWI Coordinator, this position operates a van or bus to transport riders in a safe, prompt and courteous manner.

**SUPERVISION RECEIVED:**

Employee will work under the general supervision of the DWI Coordinator.

**SUPERVISION EXERCISED:**

None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Operates busses and vans in a safe and courteous manner over a designated route.
- Maintains vehicles in clean and sanitary conditions.
- Maintains daily logs and other records as required by the DWI Coordinator.
- Provides light and preventative vehicle maintenance and reports needed repairs or service to the supervisor and/or Transit Mechanic and after operating.
- Check the condition of assigned vehicle before operating.
- Receives bus fares and/or fees as established by DWI Planning Council.
- Attends in-service training classes when scheduled.
- Required to work nights, weekends, and holidays.

**DESIRED MINIMUM QUALIFICATIONS:**

Requires a high school diploma or equivalent plus work experience, which demonstrates an ability to operate large vehicles and an ability to meet and deal with the public. Shall possess a valid New Mexico Class D Operators License and be insurable by the County's Insurance Carrier.

**SPECIAL REQUIREMENTS:**

None.

**SELECTION GUIDELINES:**

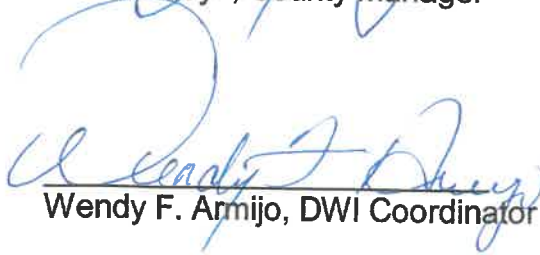
Formal application, rating of education and experience; oral interviews and references check; job related tests might be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

  
\_\_\_\_\_  
Les Montoya, County Manager

Date: 1/13/09

  
\_\_\_\_\_  
Wendy F. Armijo, DWI Coordinator

Date: 1/12/10

\_\_\_\_\_  
Employee

Date: \_\_\_\_\_

**San Miguel County DWI Planning Council  
POSITION DESCRIPTION**

**CLASS TITLE: VETERAN'S TRANSIT OPERATOR**

**DEPARTMENT: DWI Program/Veteran's Transport Service CLASSIFICATION: Part-Time**

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**CORRECTIONS POSITIONS: RANGE I**

**SALARY:**

**JOB DESCRIPTION:**

Under general supervision of the San Miguel County DWI Coordinator, this position operates a van or bus to transport San Miguel County Veterans to and from the Department of Veteran Affairs (VA) Medical Centers.

**SUPERVISION RECEIVED:**

Employee will work under the general supervision of the DWI Coordinator.

**SUPERVISION EXERCISED:**

None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Operates busses and vans in a safe and courteous manner over a designated route
- Provides respectful and courteous services
- Provides service to insure adequate time for appointment date, time and pick up
- When required, provides escort services to point of reference for wheelchair and other passengers
- Maintains daily logs and all relative records as required by the DWI Coordinator
- Attends in-service training classes when scheduled.
- Maintains required certifications needed for program operation
- Maintain passenger confidentiality
- Insures vehicle is in proper working condition before operating
- Provides light and preventative vehicle maintenance and reports needed repairs or service to the supervisor and/or Transit Mechanic and after operating
- Maintains sanitary conditions of vehicle
- Required to work days/nights, weekends

**DESIRED MINIMUM QUALIFICATIONS:**

Valid New Mexico Class D Driver's License; insurable by the County's insurance carrier; stand, sit and drive for extended hours; walk and push wheelchair occupant; write, keep and prepare reports and logs (up to and including but not restricted to vehicle maintenance logs, vehicles fuel logs, phone and/or radio; capable of working various hours. Complete all operational trainings to include but not limited to Defensive Driving.

Requires a high school diploma or equivalent plus work experience, which demonstrates an ability to operate large vehicles and an ability to meet and deal with the public. Must have an excellent driving record.

**SPECIAL REQUIREMENTS:** None.

**SELECTION GUIDELINES:**

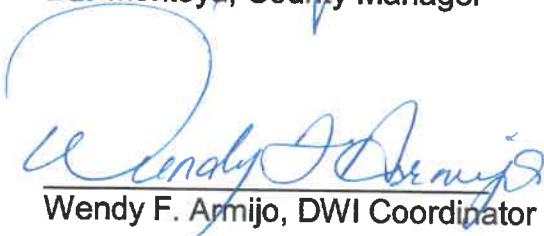
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