

## **VACANCY NOTICE**

**DATE:** August 9, 2024

**POSITION TITLE:** Motor Vehicle Operator

**CURRENT ASSIGNMENT:** Bus Garage (Transportation Department)

**CERTIFICATION:** Civil Service - Non-Competitive

**START DATE:** September 2024

**POSITION CLASS DEFINITION:**

Operates a light motor vehicle in transporting passengers or materials; does related work as required.

This position involves responsibility for the safe and economical operation of an automobile, station wagon, mini-bus, pick-up or light delivery truck. It requires a willingness to perform a variety of routine tasks. The work is performed under the general supervision in accordance with established policies.

**PRIMARY WORK ACTIVITIES:**

- Transports children or adults to and from school;
- Operates a light motor vehicle in transporting supplies, equipment, food and mail;
- Performs a variety of errands requiring use of automobile or other light motor vehicle
- Checks oil, tires, mileage and gasoline;
- Washes and cleans vehicle and suggests needed repairs;
- Keeps simple clerical records;
- May perform routine clerical or other office tasks when not engaged in driving

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Good knowledge of the geography and traffic laws of the area;
- Ability to operate an automobile or light delivery truck; to understand and follow simple oral and written instructions; willingness to perform routine manual tasks; dependability; good physical condition.

**MINIMUM QUALIFICATIONS:**

- Must meet all NYSED and DMV requirements for Motor Vehicle Operator – CDL Class C license or better, with Passenger Endorsement. Possession of license at time of appointment.
- Possess basic skills required to deal with behavior management

**TERMS OF EMPLOYMENT:**

- Full-time, probationary appointment
- 10-month position
- *Hours may vary per supervisor's discretion to meet district needs*
- \$18.27 per hour
- Benefits as per CSEA contract

**APPLICATION DEADLINE:** Open Until Filled

All candidates must submit a completed instructional support application (found @ [www.mexicocsd.org](http://www.mexicocsd.org)), **listing contact information for 3 professional references**, and a letter of interest to Shawn Kimball, Human Resources Specialist, 16 Fravor Road Suite A, Mexico, New York 13114. **Refer to posting #25-020 in all correspondence.**

The Mexico Central School District is in compliance with federal and state laws governing equal opportunity prohibiting discrimination on the basis of race, color, creed, ethnic background, religion, sex, age, marital status, and physical handicap. EOE/AA

This position will be filled following Civil Service Law.