

# City of Santa Fe, New Mexico

P.O. Box 909, 200 Lincoln Ave  
(505) 955-6597 Fax (505) 955-6810

[www.santafenm.gov](http://www.santafenm.gov)



## Recruitment Announcement # 2018 – 186B

<b>POSITION TITLE</b>	<b>Paratransit Operator (2067)</b>	<b>SALARY RANGE:</b>	<b>\$12.067 - \$21.006 (A16)</b>
<b>DEPARTMENT</b>	<b>Public Works</b>	<b>FLSA/UNION STATUS:</b>	<b>Nonexempt/Union</b>
<b>PERIOD TO APPLY:</b>	<b>3/23/2018-4/5/2018 (NO LATER THAN 5:00 P.M.)</b>	<b>POSITION STATUS:</b>	<b>Term Full-Time</b>
<b>SUPERVISOR:</b>	<b>Thomas Martinez</b>	<b>LOCATION:</b>	<b>Transit/Para-Transit</b>

### GENERAL PURPOSE

To provide safe and reliable transportation to eligible participants of the Santa Fe Ride program within the City of Santa Fe.

### SUPERVISION RECEIVED

Supervised by call center supervisor.

### SUPERVISION EXERCISED

None.

**ESSENTIAL FUNCTIONS** (A position may not include all of the duties listed, nor do the listed examples include all duties, which may be found in a position of this class.)

Provide safe and reliable transportation to eligible participants of the Santa Fe Ride program; operates a lift equipped van throughout the City of Santa Fe.

Operate lift and tie down of wheelchair passengers.

Operate a hand-held radio communication system in accordance with Santa Fe Ride internal operating procedures and Federal Communication Commission (FCC).

Provide physical assistance to participants boarding and deboarding vehicles.

Complete daily inspection of vehicle.

Complete driver manifest of trips completed.

May serve as call-taker while on standby duty.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND EXPERIENCE:

High school diploma or equivalent;

**and**

Two years experience in public relations

#### KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of operating lift equipped vans; high level of proficiency in operating vehicle; must have interpersonal skills to effectively communicate with all levels of staff and participants of the Santa Fe Ride Program.

**Ability to:** operate two-way transit communication devices.

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## **SPECIAL QUALIFICATIONS:**

Must successfully pass a drug and alcohol screening prior to employment. Subject to random drug and alcohol testing during employment, must successfully pass a background check, must possess and maintain a valid NM Driver's License and must obtain a City of Santa Fe driving permit within three (3) months of hire date. Must complete ADA Sensitivity Training within the first thirty (30) days of hire.

## **WORK ENVIRONMENT:**

Work is performed primarily inside a vehicle and according to shift schedule may be required to work extended hours or be on call. Drives vehicle in all kinds of weather, good hearing and visual acuity are required. Is exposed to hazardous or unpleasant working conditions, due to dust, noise, temperature, road and weather conditions, traffic and vehicle fumes. Requires ability to lift and carry up to 50 pounds; to sit for long periods of time; to bend and twist the neck and body repeatedly; to maneuver arms in continuous repetitive motion.

## **ADA/EEO Compliance**

The City of Santa Fe is an Equal Opportunity Employer. In compliance with the American's with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

## **VETERAN'S HIRING INITIATIVE**

Pursuant to City of Santa Fe Resolution No. 2013-079, the City of Santa Fe Human Resources Department (HRD) has implemented a Veterans' Hiring Initiative policy in order to provide opportunities for veterans who meet or exceed the minimum qualifications for city employment to obtain City employment. The Governing Body does not guarantee that a veteran shall be hired for the position being applied for, only that the veteran will be given an interview; and, it does not intend to supersede or modify any collective bargaining agreement that is currently in place with the City of Santa Fe.

**Job applicants who are veterans who have an honorable discharge from the military or are members of the National Guard or Reserve who have successfully completed basic training, must use the Veteran Certification Form to identify themselves and then must attach a copy of their DD214 or DD215 and/or their proof of current Active, Guard or Reserve enlistment in order to certify their status.**

**TO APPLY: Resumes will not be accepted in lieu of the city application form.** Submit City of Santa Fe Application by one of the following methods: Fill out application at Human Resources Department, City Hall, 200 Lincoln Avenue, Santa Fe, NM; mail application to P.O. Box 909, Santa Fe, New Mexico 87504-0909; or fax application to (505) 955-6810. Applications may be downloaded from our website: [www.santafenm.gov](http://www.santafenm.gov); or apply online at [www.santafenm.gov](http://www.santafenm.gov). Applications become public record upon receipt and may be made available for public inspection upon request.

**When required of the position, attach a copy of certification(s) or license(s). Copies of high school diploma/GED & college degree must be provided at time of interview.** Pre-placement physical exams are required for some positions. ***Incomplete applications may delay or exclude consideration of your application.***