



Man-Tra-Con Corporation is seeking candidates to fill the following position:

Job Title: Driver (TS-042821-01)

Location: Jackson County, Illinois

Salary: \$13.75 per hour

Job Description

Jackson County Mass Transit District (JCMTD) is seeking candidates for full-time Driver positions. Candidates will work under the general supervision of the Operations Manager; perform a variety of semi-skilled work in safely transporting clients and perform related work as required. JCMTD would also consider any qualified applicant looking for part-time work. Part-time work would be limited to a maximum of 20-hours per week.

Exemplary Duties/Responsibilities

Drive routes and special trips assigned including door to door service, completes daily vehicle inspections, cleaning, fueling, and minor emergency repairs; keeps accurate log records; report maintenance repairs needed, collect fares; if requested, escort any/all passengers on and off the bus; maneuver and secure special equipment and wheelchairs; pick up and deliver groceries or packages; use correct radio procedures; be courteous to passengers and the general public.

Skills: Understanding and carrying out oral and written instructions; ability to successfully complete required training; keeping detailed records; defensive driving; and interpersonal skills with the general public, as well as the elderly and disabled.

Special qualifications: Ability and willingness to work any shift during a 24-hour period, and on weekends and holidays; Ability to stoop, and bend; maneuver and secure wheelchair passengers and assist other disabled passengers as required by ADA regulations; Evacuate passengers in the event of an emergency. Ability to lift 50 pounds; Maintain a good driving record; Accidents in JCMTD vehicles could result in termination regardless of fault determination.

Education/Experience: Any combination of education and experience providing the required skill and knowledge for successful performance would be qualifying. Typical qualifications would be equivalent to:

- High School diploma or G.E.D equivalent. (Preferred)
- Driving: 1 year (Preferred)
- Driver's License (Preferred)
- Five (5) years driving experience.
- Good driving history for past three (3) years.
- *NOTE: All applicants that are chosen for employment must obtain CDL license within 1 month of employment. JCMTD will train qualified candidates.**

***Licenses:** Possession of a valid Class C Illinois Driver's License is required. JCMTD will provide training for the CDL license, and pay for the DOT physical and test.

Other Requirements:

- Residency boundary requirement within Jackson County within 30 days of hire.
- Candidates must pass a pre-employment drug test and background check.
- Additionally, as per the Federal Transit Agency requirements, all safety sensitive positions at Jackson County Mass Transit District are subject to random drug testing. This position is considered a safety sensitive position.

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required by their supervisor.

Clarification: This position is a may be a part-time or full-time position. Full-time drivers can choose to participate in our group health plan after 90 days. Full-time employees are required to be available to work any day of the week and all shifts. *NOTE: Part-time employees are not eligible for benefits.*

Benefits:

- Dental insurance
- Employee discount
- Flexible schedule
- Health insurance
- Life insurance
- Paid sick time
- Paid time off
- Paid training
- Retirement plan
- Vision insurance

Schedule:

- 8-hour shift
- Day shift
- Year-round work

This Job Is Ideal for Someone Who Is:

- Dependable — more reliable than spontaneous
- People-oriented — enjoys interacting with people and working on group projects
- Adaptable/flexible — enjoys doing work that requires frequent shifts in direction
- High stress tolerance — thrives in a high-pressure environment
- Innovative — prefers working in unconventional ways or on tasks that require creativity
- Autonomous/Independent — enjoys working with little direction
- Detail-oriented — would rather focus on the details of work than the bigger picture

This Job Is:

- A job for which military experienced candidates are encouraged to apply
- Open to applicants who do not have a high school diploma/GED
- A good fit for applicants with gaps in their resume, or who have been out of the workforce for the past 6 months or more

- A good job for someone just entering the workforce or returning to the workforce with limited experience and education
- A job for which all ages, including older job seekers, are encouraged to apply
- Open to applicants who do not have a college diploma

COVID-19 Precaution(s):

- Personal protective equipment provided or required
- Plastic shield at work stations
- Temperature screenings
- Social distancing guidelines in place
- Virtual meetings
- Sanitizing, disinfecting, or cleaning procedures in place

How to Apply

This position is available at no cost to you!

JCMTD is looking for drivers with the availability to work all shifts. All applicants must submit a written employment application that can be picked up from the JCMTD office or printed from the website at <https://www.jcmttd.com/about-jcmttd/employment/>

After completion, the application should be returned to the office in person or by mail to:

Jackson County Mass Transit District
602 E College Street
Carbondale, Illinois

You may also email them to the Operations Manager at: operations@jcmttd.com

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