

ALLEGANY COUNTY HUMAN RESOURCES DEVELOPMENT COMMISSION, INC.

POSITION VACANCY ANNOUNCEMENT

POSTING DATE: 11/30/17

IN-HOUSE: X

DEADLINE FOR APPLICATIONS: 12/10/2017

OUTSIDE: X

POSITION: Driver/Maintenance

INITIAL WORKSITE* Cumberland Street HS

* Subject to change based on program needs

PROGRAM: Head Start

SALARY: Hourly: \$9.34/hr Annually: _____

GENERAL SCOPE:

Under the supervision of the Operations Manager, and in concert with HRDC Policies and Procedures, Maryland State Department of Education and Maryland Department of Motor Vehicles, is responsible for the cleaning and maintenance of program facilities; safely transports children; uses bus only for authorized agency business; reports all mechanical problems or damage to agency vehicles; and maintains a positive, professional attitude at all times.

QUALIFICATIONS:

Education/Experience

High School Diploma or its equivalent

Skills/Abilities

1. Must possess physical abilities necessary to perform all duties as outlined.
2. Experience in industrial or commercial cleaning preferred.
3. Experience in general maintenance such as carpentry, painting, plumbing, etc., and use of applicable tools preferred.
4. Possess basic oral and written and communication skills, including ability to read and write legibly.
5. Ability to relate well to low-income children and families.
6. Valid driver's license and ability to obtain required Commercial Driver's License with Passenger Endorsement within agency's designated timeframe.
7. Ability to drive in inclement weather.

Requirements

1. Must be 21 years of age.
2. Must provide a satisfactory Criminal Background Check within timeframe established by the program.
3. Must be flexible and eager to accept new challenges, and have a positive attitude and outgoing personality.
4. Must, at a minimum, dress in a manner that is casual, but tailored and conservative. On days when meeting with outside organizations, must dress in a manner that reflects the dress norms in a professional office. Must be neat and well groomed at all times.
5. Must have access to transportation on a daily basis and the flexibility to travel independently.
6. Must pass a physical examination by an approved physician prior to employment and once a year during each year of employment.
7. Must possess Department of Motor Vehicle driving record that meets the "Clean Driving Record" as defined by HRDC's Policies and Procedures.

WORKING CONDITIONS:

This is a regular, full-time Union position. Daily work hours and days of week worked may vary depending on program needs. Must have the flexibility to work overtime and travel out-of-town when program operations require it.

NOTICE: All applicants must submit HRDC Form 100 and Form 105 plus a cover letter which indicates how their work or educational experience meets the qualifications of the position. HRDC applicants who are union employees and applying for another union position must also submit copies of their two most recent performance evaluations.

SUBMIT APPLICATIONS TO:

HRDC Personnel Office
125 Virginia Avenue
Cumberland, MD 21502

HRDC – Equal Opportunity Employer