

## **RECRUITMENT ANNOUNCEMENT**

The County of Surry is accepting applications for a temporary part-time **Community Transportation Assistant** to work in the Surry County Substance Abuse Recovery Department. Work involves the operation of vehicles for the transportation of Surry County residents in support of County programs and agencies. Positions may operate a variety of vehicles/equipment in the performance of daily tasks or may specialize in the operation of specific types of vehicles/equipment. Program areas supported may include but are not limited to public transportation, transportation of County residents participating in treatment programs for Substance Use Disorder (SUD) and transportation of County residents to facilitate scheduled, non-emergency, medical appointments inside Surry County. Variable work schedule.

**JOB REQUIREMENTS:** Working knowledge of vehicle/equipment utilized daily. Provide transportation in accordance with County policy and procedures as well as local, state and federal laws and regulations. Ability to perform pre-operational checks on vehicles/equipment. Must follow designated routes accurately, in accordance with time schedules, pick ups and deliveries. Ability to accurately maintain standard mileage, cargo, and/or cash receipts records. Ability to recognize emergency situations and follow appropriate procedures. Working knowledge of applicable traffic laws and other established regulatory requirements for performance of daily tasks. Ability to carry out oral and written instructions. Must have the ability to operate vehicles during inclement weather.

**DESIRED TRAINING AND EXPERIENCE:** High school or GED diploma or equivalent combination of education and experience. Must be insurable under the County automobile liability at regular rates. Must have at least two years of driving experience. Must possess a clean driving record with no reckless or driving under the influence convictions and/or moving traffic violations in the past 5 years. Must possess necessary licenses or certificates to operate assigned types of vehicles or equipment.

**HIRING SALARY:** \$11.30/hour

Applications will be taken at NC Works Career Center, 541 W. Pine Street, Mount Airy, NC (336-786-4169), by going online to the Surry County Human Resources job posting page, printing the application and e-mailing back to the indicated email, [SCJobs@co.surry.nc.us](mailto:SCJobs@co.surry.nc.us) or by contacting Surry County Human Resources at 336-401-8221. A complete list of duties and analysis of physical demands will be available upon request.

**SURRY COUNTY IS A DRUG FREE WORKPLACE  
SURRY COUNTY IS AN EEO EMPLOYER**

**Posting Date: November 10, 2020  
Closing Date: Open until filled**