



## CDL Driver \* Delaware Valley Job Corp Callicoon, NY

**Overview:** The Delaware Valley Job Corp is seeking a CDL Driver in Callicoon, NY. The CDL Driver provides safe, efficient and effective transportation for students. Responsible for the preventative maintenance and repair of Center facility and grounds.

**Responsibilities:** Performs maintenance and inspections of Centers facilities and systems to ensure functionality and prevent disruption of student and staff services.

Completes, tracks and documents work status and notifies supervisor of issues and concerns.

Provides students with timely and efficient student transportation services as required.

Maintains appropriate vehicle documentation per DOL/Company requirements.

May be assigned to assist in other departments as required.

Schedules and delivers vehicles for preventive maintenance and repairs as necessary.

Conducts vehicle inspections and reports safety issues and concerns to supervisor.

Produces quality work/assignments in a thorough, timely and accurate manner.

Maintains appropriate personal attendance, accountability and work productivity standards.

Plans, prioritizes and organizes assignments to meet established goals and deadlines.

Understands and applies job knowledge to effectively complete all required job responsibilities.

Proactively maintains the skills required to perform job duties.

Mentors, monitors and models the Career Success Standards as required by the PRH.

Shows respect and courtesy to students and holds them accountable for their actions and behavior.

Provides quality services for students and ensures that quality is maintained and student needs are met.

Pursues improvement and enhancement of requisite services.

Exchanges ideas and information, both orally and in writing, in a clear and concise manner and contributes meaningfully to group efforts by offering relevant ideas and knowledge. Provides quality and timely information to DOL/Company when requested.

Effectively articulates thoughts and ideas. Identifies problems, analyzes causes and evaluates appropriate solutions prior to taking or recommending actions. Follows up to ensure

prompt/appropriate action is taken and that problems are in fact corrected.

Works in partnership with staff from all Departments to ensure effective supervision and services are provided to students. Accepts direction and supervision from the Center Director/Center Duty Officer/Shift Manager to include assignments to temporarily perform job responsibilities of other departments and positions. Other duties as assigned.

**Requirements:** High School Diploma/GED, Advanced Degree preferred.

Must possess and maintain a valid in-State CDL and meet Company insurability requirements.

Reference Check. Prefer previous experience working with youth.

Physical requirements include sitting, standing, climbing, walking, lifting, pulling and/or pushing, carrying, reaching, stooping and crouching. Demonstrates the ability to lift 40 pounds and / or the ability to assess the lift load in order to ask for necessary assistance.

**Skills Required to perform the job:** Safe Vehicle Operation, Student Transportation, Vehicle Maintenance, Routine Vehicle Inspection

**Shift, Salary, and Benefits:** This is a full-time position, Second Shift, 1 PM - 10 PM, Friday - Tuesday, \$21.46 hourly. Benefits include Health insurance, Dental insurance, Paid Vacation, Paid Sick Leave, Holidays, 401K/Retirement.

**To apply:** contact Hope Godchaux by emailing [godchaux.hope@jobcorps.org](mailto:godchaux.hope@jobcorps.org), by faxing (845)887-4762, by telephone at 845-887-5400, mail to Adams and Associates/Delaware Valley Job Corps, PO Box 846, Callicoon, NY12723, or in person at 9368 State Route 97 Callicoon, NY 12723.