

Contractual Position - Transportation Specialist Carroll County Health Department

The Carroll County Health Department is accepting resumes for a Driver with a Commercial Driver's License (CDL) with one year's experience driving vehicles requiring a CDL.

The hours for this position are up to Twenty-Four (24) Hours Per Week, and may include nights and weekends, upon a mutually agreeable schedule.

The pay rate for this position is \$26.00 per hour.

Position Details: The Transportation Specialist is responsible for driving the Health on Wheels mobile unit to and from scheduled locations. Assisting with setting up and tearing down of the equipment. Ensuring the unit is in good condition, clean, fueled, and waste is emptied. Ensuring the vehicle is up to date with preventative maintenance in coordination with County maintenance and as per warranty requirements. The transportation specialist oversees the maintenance of the vehicle and ensures routine follow-ups are completed for the vehicle with the dealer, county maintenance, or other agencies as necessary.

Job Duties include, but are not limited to:

- Ensure the safety and well-being of any passengers being transported.
- Ensure the vehicle is prepared, cleaned, maintained and ready for departure to the next destination.
- Follow all agency vehicle operations policies and procedures.
- Develop a maintenance schedule to ensure the vehicle maintenance is completed routinely as directed in manufacturer's specifications.
- Ensure vehicle route and destination sites are reviewed, safe, and appropriate as approved by the CCHD Mobile Services Program Supervisor.
- Performs other duties, as assigned.

Preferred Education: Candidates for positions in this classification must possess a high school diploma or equivalent and maintain a valid CDL driver's license.

Preferred Experience: One year of experience transporting driving with CDL license and no moving violations.

Position Details and Preferred Requirements:

1. Preference will be given to candidates with additional experience as a CDL driver.
2. A valid CDL driver's license is required with a clean driving record (3 points or fewer on record). If the license is out of state, a certified copy of the current driving record will be provided. Driving records will be reviewed annually. The candidate shall report any occurrence of a moving violation or a must appear violation immediately and in no case later than the following business day.
3. The candidate must have an MDOT physical examination and maintain through the term of the agreement. Documentation will be provided.
4. The Health Department employee health program requires a TB Screening, Flu vaccine, titers, and vaccine boosters at no additional cost to the contractual employee as these services are required for all staff.
5. Contractual position(s) do not include State of Maryland employment benefits such as medical, dental, and retirement but do include some paid leave.

6. The candidate will need to complete initial personnel training and participate in general orientation sessions upon hire.
7. The candidate will be required to complete and pass a background check and be subject to State of Maryland Policies.
8. Prior to driving the mobile unit, the candidate will need to complete and provide certification of completion of the State of Maryland Drivers Improvement Program.
9. The candidate will be required to sign the Drivers Acknowledgement form, prior to driving the mobile unit.
10. The drivers shall operate State vehicles in compliance with the Motor Vehicle Laws of the jurisdiction in which the vehicle is being driven and in a manner that reflects concern for safety and courtesy towards the public.
11. An authorized driver shall operate the vehicle in accordance with any license requirements or restrictions, such as corrective lenses, daytime only, etc.
12. The driver should take every precaution to ensure the safety of passengers. No person may ride in a state vehicle unless properly restrained by a seat belt or, in the case of children, an appropriate child safety seat. It shall be the driver's responsibility to ensure that all passengers are properly restrained.
13. All traffic and parking laws are to be obeyed. Posted speed limits are not to be exceeded, nor is the vehicle to be operated above safe driving speeds for road conditions. All traffic and parking violations and fines, including any late fees or penalties, are the responsibility of the driver involved. Failure to promptly pay a violation or fine may result in termination of the agreement.
14. The candidate is required to comply with all State and local laws regarding the use of mobile communications devices while driving. If a mobile communications device must be used by the driver while driving, a hands-free device must be used. Drivers are encouraged to keep mobile communications device use to a minimum. Whenever possible, drivers should not make or receive calls while driving. Only in the case of an emergency is the use of a hand-held mobile communications device without a hands-free device permitted.
15. The driver shall take every precaution to ensure the safety of the vehicle and its contents. The driver shall lock the vehicle and take the keys except in those instances when a commercial parking garage requires the keys be left with the vehicle.
16. Authorized drivers are personally responsible for vehicles operated by them. If a state vehicle is damaged as a result of misuse or gross negligence, the operator of the vehicle may be required to make restitution to the State. If a state vehicle is damaged beyond repair as a result of misuse or gross negligence, the operator of the vehicle may be required to make restitution of the difference between the amount obtained as salvage value and the amount of the then current wholesale value of the vehicle as reported in the National Auto Research Black Book Used Car Market Guide, MD Edition.

**To apply for this position, email a cover letter, resume and copies of your current credentials and licensing information to kaitlyn.finck@maryland.gov
Please call 410-876-4438 for any additional questions related to this Contractual opportunity.**