

## **Colorado Mountain College**

### **Position Description**

Title: Driver, Part-time, Maximum 28 hours per week  
FLSA Classification: Non-Exempt (Hourly)  
Hiring Rate: \$18.32 per hour

#### Primary Responsibility

The primary objective of the Driver position is to transport students and staff to and from designated locations. The Driver will pick up and drop off students and staff from the CMC campus and designated location. This is a part-time position which is limited to 28 hours per CMC's workweek. CMC's workweek is Saturday through Friday.

#### Pre-requisites for Position (Qualifications Standards)

Applicants must be 25 years or older, be able to pass the online CMC driver training, and possess a current, valid driver's license with no violations within two-years. Driver will provide transportation for students and staff to and from CMC campus and designated locations. Incumbents in this position will adhere to all safety and compliance policies of Colorado Mountain College while performing all duties assigned.

Welcoming. Innovative. Focused on Student Success. These values reflect the soul of CMC. They guide us in building our teams, cultivating leaders, and expanding our approaches and mindset. They guide us to be an institution of higher education that's the right fit for every faculty member, staff, student, collaborative partner, and community member in our trust. Applicants must demonstrate a commitment to working effectively with students, employees, and community members of all backgrounds.

Bilingual (English/Spanish) or conversational language abilities preferred.

#### Essential Duties

1. Driver will provide transportation for students and staff to and from CMC campus and designated locations.

#### Special Conditions of Employment

Driver must be over the age of 25, and pass the Colorado Mountain College driver safety course. Incumbents in this position will adhere to all safety and compliance policies of Colorado Mountain College while performing all duties assigned.

### Supervision of the Position

This position receives general direction from the designated supervisor.

### Working Conditions

This position requires constant sitting, occasional walking, standing and driving; occasional handling objects, pushing/pulling; frequent reaching with hands/arms, and use of finger movements; occasional lifting, carrying, pushing or pulling objects up to 50 lbs. Constant written and oral communication and the ability to reason and analyze and perform calculations occasionally. Work is performed using a computer and standard office equipment daily and driving a vehicle occasionally.

CMC is committed to the full inclusion of all qualified individuals. As part of this commitment, the College will assist individuals who have a disability with any reasonable accommodation requests related to employment, including completing the application process, interviewing, completing any pre-employment testing, participating in the employee selection process, and/or to perform essential job functions where the requested accommodation does not impose an undue hardship. If you have a disability and require reasonable accommodation to ensure you have a positive experience applying or interviewing for this position, please direct your inquiries to our ADA Coordinator, Human Resources, [benefits@coloradomtn.edu](mailto:benefits@coloradomtn.edu)

HR Reference Information:	822000
Position group and code:	
Date of review:	10.23

NOTE: This position description is intended to indicate the basic nature of positions allocated to this class and provide examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. Employee may perform other related duties as required to meet the ongoing needs of the organization.