

## General Services Assistant – Truck Driver

\$15.00 / hour or higher DOQ + [Part-Time County Benefits](#). Part Time, Limited Term Positions Available (Up to 20hours per week)

James City County's General Services Department seeks an individual to perform responsible work supporting the Curbside Recycling Program.

### Responsibilities:

- Drives to various residential locations to deliver or pickup recycling carts for new service or discontinuation of services with the program.
- Maintains cart inventory and cleans carts as needed.
- Loads, unloads, and transports carts of various sizes and weights to numerous places as determined by the work order.
- Creates, processes, and manages work orders for cart delivery and pickup.
- This job is considered essential personnel and will be required to work during and following natural disasters and emergency situations.
- Performs other duties as assigned.

### Requirements

- Any combination of education and experience equivalent to a high school diploma.
- Requires a valid driver's license.
- Must be able to consistently lift 50lbs.
- Some knowledge of standard office practices and procedures, equipment, and clerical techniques; general office computer software and associated equipment; knowledge of principles and processes for providing customers service including setting and meeting quality standards for services, and evaluation of customer satisfaction; some administrative experience preferred.
- Skill in use of computer software, especially Microsoft Office Suite.
- Ability to follow verbal and written instructions; resolve problems and complaints from customers effectively; understand and interpret policies and procedures.

[Click here](#) for full job description. Accepting applications until position is filled. Cover letters and resumes may also be attached, but a **fully completed application** is required for your application to be considered.

Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamescitycountyva.gov>