



## Overview

Saint Joseph Academy (SJA) is an academic faith community for young students in grades 7-12. We endeavor to form young men and women who will succeed in university studies, who know and love Jesus, and who actively participate in the worship and mission of the Church, including the Church's preferential option for the poor.

SJA is currently seeking a skilled CDL Truck Driver to join the maintenance team as a full-time **CDL Driver/Facilities Employee**. This individual will be responsible for safely and efficiently transporting students to designated destinations and/or working with our Facilities Team to complete service requests.

## Qualifications

- Valid Commercial Driver's License (CDL) with the appropriate class and endorsements
- Minimum of 2 years of experience as a CDL driver.
- Clean driving record with no history of major accidents or traffic violations.
- Knowledge of and adherence to all federal and state regulations.
- Ability to operate and maintain commercial vehicles safely and effectively.
- Strong attention to detail and organizational skills for managing paperwork and logs.
- Excellent communication and interpersonal skills for working with team members.
- Familiarity with GPS navigation systems and route planning software.
- Willingness to work flexible hours and adapt to changing schedules.
- Commitment to safety, both for oneself and others on the road.
- Professional and customer-oriented attitude.

Saint Joseph Academy offers a competitive compensation package. Position will remain open until filled.

**For more information or to apply, send your application to:**

**Andrew Soto, Operations Coordinator**  
**101 Saint Joseph Dr.**  
**Brownsville, TX 78520**  
**asoto@sja.us**

### **CDL DRIVER/FACILITIES EMPLOYEE**

The CDL Driver/Facilities Employee supports the school's mission by maintaining safe, clean, and efficient facilities for students, staff, and visitors and providing safe transportation for school activities. This individual reports to the Operations Coordinator when assigned driving duties and to the Chief of Maintenance Operations when performing facilities-related work.

#### **Essential Duties, Responsibilities, and Performance:**

1. Model and support the Marist Catholic mission by demonstrating professionalism, respect, and a commitment to the values and culture of Saint Joseph Academy.
2. Operate commercial vehicles, including school buses or other specified vehicles, in compliance with all applicable laws and regulations.
3. Safely transport students and employees to their designated destinations.
4. Plan routes and schedules to meet deadlines while optimizing fuel efficiency and minimizing downtime.
5. Conduct pre-trip and post-trip inspections of the vehicle, reporting any maintenance or safety issues promptly.
6. Maintain accurate records of trips, including driver logs, mileage, and delivery receipts.
7. Adhere to all traffic laws and regulations, including hours-of-service requirements.
8. Communicate effectively with supervisors to provide updates or to address any issues or delays.
9. Maintain a clean and organized vehicle, inside and out, and perform routine vehicle maintenance tasks.
10. Ensure compliance with safety protocols, including the use of personal protective equipment (PPE) and safe driving practices.
11. Provide exceptional customer service by interacting professionally with employees, students and parents.
12. Follow school policies and procedures related to driver safety, performance, and conduct.
13. Work with our Facilities Department when not driving to complete any service requests or necessary maintenance tasks on campus.
14. Coordinate with the Chief of Maintenance to accurately log and submit hours for payroll.
15. Perform all duties and responsibilities as assigned by the President and Principal.

