



CITY OF SANTA FE SPRINGS
invites applications for the position of:

BUS DRIVER I (HOURLY/NON-BENEFITTED)

SALARY: \$15.00 - \$18.58 Hourly

OPENING DATE: 06/27/19

CLOSING DATE: Continuous

DESCRIPTION:

This recruitment will remain open until a sufficient number of qualified applications have been received and may close without notice.

The City of Santa Fe Springs is seeking a highly-motivated individual for the position of Bus Driver I. This is an hourly/non-benefitted position in the Transportation Division of the Public Works Department. Incumbent is expected to work 20-25 hours per week on a flexible schedule including evenings, weekends, and holidays.

POSITION PURPOSE:

Under direct supervision, skillfully operates multi-passenger van or bus in a safe and lawful manner.

DISTINGUISHING CHARACTERISTICS:

This is the entry level position in the series. It is distinguished from the level II by the performance of the more routine tasks and duties assigned to positions within the series.

SUPERVISION RECEIVED:

Receives direct supervision from the Transportation Services Supervisor.

SUPERVISION EXERCISED:

None.

EXAMPLES OF ESSENTIAL DUTIES:

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

A. Held in Common:

1. Supports the Mission of the City and its Elected and Appointed Officials.
2. Exhibits loyalty to the City and its representatives.
3. Provides courteous and timely service to the public as the ultimate employer.
4. Works cooperatively with other City employees.
5. Exhibits integrity and displays ethical behavior.

B. Essential Job Specific Duties:

1. Skillfully operates multi-passenger van or bus in a safe and lawful manner.
2. Provides transportation to senior and disabled patrons to and from various locations.
3. Interacts with passengers in a professional and courteous manner.
4. Assists patrons entering and exiting the vehicle including the elderly and handicapped with wheelchairs; assists passengers with packages.

C. Other Job Specific Duties:

1. Provides transportation to city affiliated clubs and committees for city sponsored programs.

2. Fuels vehicles; adds fluids.
3. Performs routine safety checks.
4. Performs vehicle housekeeping maintenance; washes buses, sweeps and mops inside of buses.
5. Maintains time schedule for all assigned trips.
6. Prepares daily reports and keeps records.
7. Performs related duties as required.

TYPICAL QUALIFICATIONS:

REPRESENTATIVE COMPETENCIES AND QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill and ability required to satisfactorily perform the jobs essential duties and responsibilities.

Knowledge of: California Motor Vehicle rules and requirements governing operation of public passenger carrying vehicles; Motor vehicle laws relating to safe practices and operation of equipment; Operation of motor vehicles; Safe driving practices; traffic laws; City roads and highways; Basic mathematics; Modern office procedures and equipment including computers.

Ability to: Safely operate large passenger carrying vehicles; Interact with passengers in a professional and courteous manner; Operate hydraulic lift; Follow written and oral instructions; Work independently in the absence of supervision; Keep records and prepare reports; Communicate effectively verbally and in writing; Operate and use modern office equipment; Effectively organize and prioritize assigned work; Establish and maintain effective working relationships with other people.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position. A typical way to obtain these would be:

- High School Diploma or an equivalent certificate or diploma recognized by the State of California.
- One (1) year experience driving a vehicle requiring a Commercial Class C driver's license.
- A valid State of California Commercial Class C driver's license with Passenger Endorsement.
- Current DMV (H-6) printout with no points in at least three (3) years.
- Current Medical Certificate.

*Qualified applicants will be required to provide a current California Department of Motor Vehicles (DMV) Driver Record History Report (H6) at a future date.

DOCUMENTATION REQUIRED:

The following documentation **MUST** be uploaded and submitted with your online application. NOTE: To ensure proper uploading of documents, it is best to reduce the file size of the electronic document before uploading.

- 1. High School Diploma/GED**
- 2. Current Medical Certificate (Issued by the DMV)**

Failure to provide the required documentation will result in your application being removed from further consideration. Please DO NOT submit any additional documentation with your online application, other than those listed above.

SUPPLEMENTAL INFORMATION:

NEPOTISM POLICY:

Relatives may be appointed regardless of the designation of full or part-time classification. Candidates with relatives employed by the City will be excluded from applying for a vacancy if one or more of the following criteria exist: 1) The appointment of a relative would place one in a supervisory capacity directly over the other 2) The appointment would create a situation in which it is conceivable personal gain for one could be obtained by the actions of the other 3) The appointment would create a situation where performance or non-performance of either would have a direct effect upon the performance of the other 4) The appointment would create a situation where the confidentiality of either could be compromised. Candidates with relatives employed by the City will be evaluated on a case-by-case basis. "Relative" shall be defined as: mother, father, son, daughter, brother, sister, grandmother, grandfather, grandchild, spouse, domestic partner, step mother, step-father, step-sister, step-brother,

stepchild and step grandchild.

WORKING CONDITIONS:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- *Work is primarily performed in a transit bus.*
- *Noise level is moderate.*
- *Exposure to chemicals, gases, odors, and fumes.*
- *Works with and around machinery having moving parts.*

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

- *Sit for extended periods of time.*
- *Stand, walk, and bend.*
- *Push, pull, and reach overhead and above shoulders.*
- *Hear and speak both in person and on the telephone.*
- *Use hands and fingers to operate a transit vehicle.*
- *See well enough to drive.*
- *Lift and move up to 25 pounds.*

HOW TO APPLY:

Applicants are required to complete and submit a city application on-line. Resumes or faxed copies will not be accepted in lieu of the City on-line application. To apply, click on the link located at the top of this page. New users must first create an account.

METHOD OF SELECTION:

Selection may be based upon an application review, a performance examination and evaluation, and a structured interview. Appointment will be contingent upon a criminal record check and physical examination, including a drug screen.

ACCOMMODATION:

If you require special testing and/or interview accommodations due to a physical, mental, or learning disability, please call the Human Resources Office at (562) 409-7530 at least 5 days prior to the scheduled date.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://santafesprings.org>

Position #2019-27
 BUS DRIVER I (HOURLY/NON-BENEFITTED)
 JC

11710 Telegraph Rd.
 Santa Fe Springs, CA 90670
 (562) 409-7530

BUS DRIVER I (HOURLY/NON-BENEFITTED) Supplemental Questionnaire

- * 1. Please indicate your highest level of education completed. (Please attach a copy of your diploma/degree along with application)
- High School Diploma/GED
 - Associate's Degree
 - Bachelor's Degree
 - Master's Degree
- * 2.

Do you possess a valid California State Commercial Driver's License with Passenger endorsement?
If yes, what Class Driver's License do you possess? A, B, or C? Type "NA" if Not Applicable.

- * 3. Do you possess a valid medical certification issued by the Department of Motor Vehicles (DMV)?
 Yes No

- * 4. Describe your work experience in driving a vehicle requiring a Commercial Driver's License with Passenger Endorsement. Please include the following: 1) Employer 2) Length of Service 3) Specific duties/responsibilities as it pertains to the position. Type "NA" if Not Applicable.

- 5. For the following questions, please indicate the time of day you would be available to work each day. For example: Monday 9am-5:15pm OR Open (to indicate you are available all day). If you are not available to work for a certain day type "N/A".

- * 6. MONDAY

- * 7. TUESDAY

- * 8. WEDNESDAY

- * 9. THURSDAY

- * 10. FRIDAY

- * 11. SATURDAY

- * 12. SUNDAY

- * 13. High School Diploma/GED AND Current Medical Certificate are requirements for this position. You MUST upload and attach copies of such documentation along with your online application. By selecting "Yes" to this question you acknowledge that failure to provide required documentation will result in your application being removed from further consideration.

- * Required Question