



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

BUS DRIVER II (FULL-TIME)

SALARY: \$24.02 - \$29.71 Hourly
\$4,163.82 - \$5,149.66 Monthly
\$49,965.84 - \$61,795.92 Annually

OPENING DATE: 09/21/21

CLOSING DATE: Continuous

DESCRIPTION:

BUS DRIVER II

FULL-TIME/BENEFITED



APPLY:
WWW.SANTAFESPRINGS.ORG

SALARY:
\$4,163.82 - \$5,149.66 monthly

COMPETITIVE BENEFITS:

- Salary Increase (3% 7/1/22; 3% 7/1/23)
- Health Benefits: Medical, Dental and Vision
- CalPERS Retirement Benefits
- Paid Vacation, Sick and Flex leave
- Paid Holidays

The City of Santa of Santa Fe Springs is seeking a highly-motivated individual for the position of Bus Driver II. The Bus Driver II, under direct supervision, skillfully operates a multi-passenger van or bus in a safe and lawful manner.

The City provides transportation services for seniors 60 years and older and for disabled adults to and from various locations in the City and surrounding cities of Downey, Norwalk, Pico Rivera, and Whittier.

This is a Full-Time/Benefited position in the Transportation Division of the Public Works Department.

The position is typically scheduled 8 hours per day Monday – Friday with the possibility of working some evenings, weekends and holidays.

Currently, there is one (1) vacancy; however, the established list may be utilized to fill future

DISTINGUISHING CHARACTERISTICS:

This is the journey level position within the series. Employees within this class are distinguished from the level I by the performance of the more complex and specialized duties.

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. Provides courteous and timely service to the public as the ultimate employer.
3. Works cooperatively with other City employees.
4. 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.
- Two (2) years working 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 Medical Certificate.

SUPPLEMENTAL INFORMATION:**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 transit vehicle.*
- *See well enough to drive.*
- *Lift and move up to 25 pounds.*

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.

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

Position #2021-33
BUS DRIVER II (FULL-TIME)
CR

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

BUS DRIVER II (FULL-TIME) Supplemental Questionnaire

- * 1. Which of the following best describes your level of completed formal education?
 - High School Diploma/GED
 - Some College
 - Associate's Degree
 - Bachelor's Degree
 - Coursework beyond Bachelor's Degree
- * 2. Do you possess a valid California State Commercial Driver's License with Passenger Endorsement?
 - Yes No
- * 3. If you indicated "yes" to having a Commercial Driver's License, which of the following do you possess?
 - Commercial Class A Driver License
 - Commercial Class B Driver License
 - Commercial Class C Driver License
 - Not applicable
- * 4. Do you possess a valid DMV Medical Examiner's Certificate?
 - Yes No
- * 5. Which of the following best describes your experience driving a vehicle requiring a Commercial Driver's License with Passenger Endorsement?
 - 10 or more years
 - 5-9 years
 - 1-4 years
 - Less than 1 year
 - I do not have Passenger and/or Air Brakes Endorsement
- * 6. Describe your work experience driving a vehicle requiring a Commercial Driver's License with Passenger Endorsement. Please include the following: 1) Name of Employer 2) Employment Dates 3) Specific duties/responsibilities as it pertains to the position. Type "NA" if Not Applicable.
- * Required Question

