

City of Fortuna

621 11th Street - P. O. Box 545 - Fortuna, CA 95540

Telephone: (707) 725-7600

EMPLOYMENT OPPORTUNITY PART-TIME BUS DRIVER

SALARY:	\$7.50 - \$9.77 per hour
APPLICATION:	Submit Application Form to: City of Fortuna Parks and Recreation Department 5 Park Street Fortuna, CA 95540
FINAL FILING DATE:	This position will remain open until filled.

The purpose of this job description is to define the general character and scope of responsibilities for persons occupying this job classification. It is not intended to describe or list every duty or task for this classification.

DEFINITION

Under the general supervision of the Parks and Recreation Director, to operate a vehicle for the transportation of senior citizens and persons with disabilities within the Fortuna City limits, and occasionally in surrounding areas; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Bus Driver I is the part-time, entry level position in the Bus Driver class series. The employee will be assigned to an average of less than 20 hours per week. Work is done under the general supervision of the Parks and Recreation Director. Job assignments are performed with minimal guidance and supervision with the expectations that incumbents have the ability to choose among alternatives in completing tasks. Work is typically performed in a vehicle, with some work done in an office setting. Occasionally incumbent will provide assistance to passengers getting off and on the bus, carrying packages which may include work outdoors in inclement weather.

SPECIAL CHARACTERISTICS

- Regular, part-time. Hours may include vacation fill-in, weekdays, or weekends.
- FLSA non-exempt.
- Not represented by any employee association.

EXAMPLES OF DUTIES

Operates a vehicle for the transportation of senior citizens and persons with disabilities within the City of Fortuna; may operate a bus outside of City limits for special events; conducts a regular safety check of the vehicle prior to each days operation; insures that the vehicle has proper levels of fuel and is in sound working condition; performs routine maintenance and cleaning of the vehicle; responds to requests for transportation services; provides special assistance with vehicle entry and exit; prepares and maintains logs of vehicle use; prepares reports of services provided; prepares and maintains regular appointment lists for substitute drivers; provides a variety of assistance with the City's transportation services. Related work as required.

JOB REQUIREMENTS

- Maintain possession of a valid Class B California Drivers License, with passenger endorsement, issued by the State Department of Motor Vehicles throughout employment. An incumbent must maintain a good driving record, current drivers license, and valid medical certification. Incumbent will participate in the DMV "Pull Program".

DESIRABLE QUALIFICATIONS

Knowledge of:

- Safe work practices
- Vehicle operation for transportation services.

- Problems and methods of assisting senior citizens and persons with disabilities with vehicle entry and exit.
- Geography of the local area.
- Basic vehicle maintenance and safe operating conditions.
- Record keeping methods and procedures.

And Ability to:

- Safely operate a vehicle for the transportation of senior citizens and persons with disabilities.
- Provide special assistance with vehicle entry and exit.
- Make regular safety checks to insure proper operating condition of a vehicle used for public transportation.
- Maintain records and logs.
- Prepare reports.
- Work without direct supervision.
- Deal tactfully and courteously with the public when providing transportation services.
- Establish and maintain cooperative working relationships.

And Education and Training:

High School diploma or GED required. Any combination of training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be one (1) of previous work experience in driving a vehicle for public transportation .

ESSENTIAL PHYSICAL ABILITIES

- *Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;*
- *Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form*
- *Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;*
- *Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;*
- *Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in their assigned work environment, including where applicable the operation of motorized vehicles and equipment.*

EMPLOYEE BENEFITS

Salary:	Appointment is normally made at the first rate shown on the announcement. Eligibility for advancement will normally occur after one year. Thereafter employees are eligible for merit increases annually.
Deferred Compensation:	Employees are eligible to participate in a deferred compensation plan.

EQUAL OPPORTUNITY

The City of Fortuna's policy is to promote equal employment opportunity to all without regard to sex, age, race, color, religious creed, national origin, ancestry, political affiliation, marital status, disability, or other non-merit factors.

REASONABLE ACCOMMODATION FOR THE DISABLED

The City of Fortuna makes reasonable accommodation for the disabled. Individuals with disabilities requiring any accommodation in order to participate in the testing process, must inform the City Manager's Office of the City of Fortuna in writing no later than the final filing date as stated on the job announcement. Also, those applicants needing such accommodations may be required to document this request including an explanation as to the type and extent of accommodations, as well as documentation from a qualified authority of the requirements needed to participate in the selection process.

IMMIGRATION LAW

In accordance with the Immigration Reform Act of 1986, the City must verify once an employment offer has been made, that all persons have written proof of their right to work in the United States. Therefore, acceptable proof of right to work must be submitted prior to the start date.

THE PROVISIONS OF THIS BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT. ANY PROVISION CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVOKED.

City of Fortuna

621 11th Street - P. O. Box 545 - Fortuna, CA 95540

Telephone: (707) 725-7600

EMPLOYMENT OPPORTUNITY PART-TIME BUS DRIVER

SALARY:	\$7.50 - \$9.77 per hour
APPLICATION:	Submit Application Form to: City of Fortuna Parks and Recreation Department 5 Park Street Fortuna, CA 95540
FINAL FILING DATE:	This position will remain open until filled.

Under the general supervision of the Parks and Recreation Director, to operate a vehicle for the transportation of senior citizens and persons with disabilities within the Fortuna City limits, and occasionally in surrounding areas; and to do related work as required. This is a regular, part-time (on-call) position. Hours may include vacation relief, weekdays or weekends. Incumbent must maintain possession of a valid Class B California Drivers License, with passenger endorsement, issued by the State Department of Motor Vehicles throughout employment. An incumbent must maintain a good driving record, current drivers license, and valid medical certification. Incumbent will participate in the DMV "Pull Program".



Obtain complete job description and application from:

City of Fortuna
Parks and Recreation Department
5 Park Street
Fortuna, CA 95540
Telephone (707) 725-7600

This position will remain open until filled.