

EMPLOYMENT OPPORTUNITY
Parks and Recreation

POSITION: Senior Bus Driver

DATE CLOSED: Open Until Filled

(approximately 16 hours per month)

SALARY RANGE: (\$12.61/hour)

THE POSITION: The City of Fircrest is accepting applications for a driver for the Senior Bus. Hours for this position will vary but typically will be approximately 16 hours per month (two separate trips per month). This position works under the general guidance and direction of the Parks and Recreation Director. This position is responsible for driving participants on field trips. Employees perform general vehicle maintenance to ensure safety. The bus driver must be tactful with rider participants and fellow co-workers.

REPRESENTATIVE DUTIES:

1. Safely operate 11-passenger vehicle while adhering to an established time schedule
2. Understand and adhere to and apply all Washington State traffic regulations and the City's policies and procedures
3. Ability to fuel vehicle
4. Ability to lift/move up to 50 lbs.
5. Ability to change a flat tire or obtain assistance from others to fix a flat tire
6. Ability to perform inspections of vehicles which include the following, but are not limited to:
 - a) Checking for fluid levels and leaks, body damage, cracks, or chips
 - b) Ensuring windows, mirrors, interior and exterior of vehicle are clean and ready for use
 - c) Ensuring mirrors are properly adjusted
 - d) Ensuring that all seatbelts are operational
 - e) Checking that brakes, steering, and windshield wipers are working properly
 - f) Checking the exhaust system to ensure proper operation and ventilation
 - g) Checking tire pressure and tire tread
 - h) Ensuring that headlights, taillights, directional signals, and emergency flashers are working properly
 - i) Ensuring that the heater, defroster, and air conditioner work properly
 - j) Reporting any anomalies to supervisor immediately
7. Ability to communicate effectively in writing, over the phone, and in person
8. Ability to record and maintain a log book
9. Ability to assist and provide high quality customer service, show patience and accommodate seniors and individuals with disabilities (may include helping seniors to and from the vehicle, carrying, bags, etc.)
10. Provides information to participants on recreation programs, senior services, and special events
11. Performs other duties as assigned

DESIRED MINIMUM QUALIFICATIONS

Currently holds a CPR/First Aid card or has the ability to obtain one by the state of employment. Graduation from high school or equivalent

Necessary Knowledge, Skills and Abilities:

1. Must have the knowledge and the required licensing to operate a multi-passenger vehicle
2. Washington State traffic regulations
3. Must have knowledge of and exhibit defensive driving techniques
4. Ability to deal effectively with the public in a customer friendly manner and maintain effective working relationships with those contacted in the performance of required duties
5. Ability to work independently
6. Record keeping techniques

SPECIAL REQUIREMENTS:

- A. Must be 21 years of age or older with a current Washington State Commercial Driver License (CDL) (a good driving record is required and will be checked); and
- B. Must be able to pass a background investigation; and
- C. Currently holds a CPR/First Aid card or has the ability to obtain one by the state of employment

SELECTION GUIDELINES:

Formal application, rating of education and experience, oral interview, reference check, and job related tests might be required.

TO APPLY:

- ▶ A formal application form must be fully completed and submitted to:

**Personnel Officer
City of Fircrest
115 Ramsdell Street
Fircrest WA 98466
Telephone: (253) 564-8901, Fax: (253) 566-0762**

- ▶ *Resumes alone are not sufficient for consideration, but may be attached to the application form.*
- ▶ Open until filled.
- ▶ It is not the City's policy to fax or Express Mail application forms.

GENERAL INFORMATION FOR APPLICANTS

SELECTION:

- The quality and completeness of the information provided on the application form may determine whether or not you are called for an interview. Incomplete answers or "see resume" may prevent further consideration.
- Testing may be required to measure candidates' abilities to perform essential functions or other performance dimensions.
- Persons selected for interview will be notified approximately fifteen days following the position closing date. If you need special accommodation during the interview phase of the selection process, please provide the City with five business days advance notice. The City endeavors to reasonably accommodate everyone. All applicants interviewed will be sent written notification of the interview result.
- No formal notification will be sent to applicants not selected for an interview. Should the same or another position open for which you wish to apply, you must complete a new application to be considered for the new opening.

EMPLOYMENT:

- Applicants who are offered employment will be required to provide proof of identity and authorization to work in the United States. The 1986 Federal Immigration Reform and Control Act prohibits the hiring of unauthorized aliens.
- The City does not discriminate in hiring on the basis of race, creed, color, ethnicity, national origin, sex, age, or marital status. In compliance with the Americans with Disabilities Act, disability will be considered only in the context of an applicant's ability to perform essential elements of a job and to determine reasonable accommodation.
- The City of Fircrest has a policy of limiting smoking in the work place.
- The City of Fircrest is a drug-free workplace.