

## **TOWN OF ROCKY HILL JOB POSTING**

**(This is an advertisement. Please contact Human Resources for a detailed job description.)**

### **SENIOR CENTER Part Time Mini-Bus Driver**

The Town of Rocky Hill is seeking candidates to fill the position of a Mini Bus Driver with the Senior Center. The Senior Center is looking for a compassionate and reliable person who is interested in part-time work. Applicants must demonstrate and possess the required qualifications:

1. "F" Endorsement required. Applicants or holders of a public passenger endorsement must have an acceptable driving record.
2. Ability to follow oral and written instructions and effectively organize a daily schedule.
3. Graduation from high school or trade school, or have equivalency certificate and experience operating small trucks and vans.
4. Knowledge of streets and building locations in Rocky Hill, Wethersfield, and Hartford.

This position is a non-bargaining position and must abide by all personnel rules which can be viewed online ([www.rockyhillct.gov](http://www.rockyhillct.gov)). Salary is non-negotiable at \$15.00 per hour. Hours range from 5.5 – 15 hours per week and vary to cover sick time and vacation of full-time employees. Applicants must be flexible in working days, evenings, and weekends.

Interested applicants must submit each of the following: 1) A resume; 2) A letter of interest which clearly demonstrates how the applicant meets the qualifications; and 3) A completed application. Please submit all application materials to the Department of Human Resources ([hrdept@rockyhillct.gov](mailto:hrdept@rockyhillct.gov)) via electronic mail. Applications will be accepted until the position is filled.

Please be advised finalists will be required to undergo a comprehensive background, financial, and/or criminal investigation.

The Town of Rocky Hill is an EEO/AA Employer and complies with the ADA.

**Town of Rocky Hill  
Job Description**

**POSITION:** PART-TIME MINI BUS DRIVER  
**DEPARTMENT:** SENIOR CENTER  
**REPORTS TO:** ELDERLY SERVICES COORDINATOR  
**SUPERVISES:** NONE  
**BARGAINING UNIT:** NON-BARGAINING

**Summary of Responsibility:**

Operates minibus and assists bus patrons. Performs courier services as assigned.

**Essential Functions:**

1. Operates minibus on an appointment and as needed basis.
2. Assists patrons in and out of buses and buildings.
3. Responsible for safe operations of bus as relates to checking fluid levels, cleanliness, arranging appointments for maintenance checks and problems.
4. Transports seniors to and from official Town meetings.
5. Conducts related work and special assignments as required.

**Other Functions:**

1. Responsible for pick up and/or delivery of materials to Town Officials, Councilors, and other individuals or businesses as necessary.
2. Picks up Food Pantry donations as necessary.
3. Fills in for absences of other Mini Bus Drivers as necessary.
4. Performs related work and special assignments as required.

Note: The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or a logical assignment to the position.

**Qualifications and Competencies:**

1. Graduation from high school or trade school, or have equivalency certificate and experience operating small trucks and vans.
2. "F" Endorsement required. Applicants or holders of a public passenger endorsement [must have an acceptable driving record.](#)
3. Must complete prescribed First Aid and CPR training.
4. Knowledge of streets and building locations in Rocky Hill, Wethersfield, and Hartford and ability to effectively use a portable navigation system.
5. Must be flexible with schedule and able to work days, evenings, and weekends.
6. Must be in good health.
7. Ability to follow oral and written instructions and effectively organize a daily schedule.
8. Good interpersonal and communication skills.

9. Ability to quickly develop a rapport with clients and other stakeholders.

The physical demands and work environment characteristics 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 individuals with disabilities to perform the essential functions.

1. Must be able to perform continuous bending, twisting, stooping, reaching and lifting of moderate to heavy weight material up to 25 lbs.
2. Is required to have the dexterity to operate and control tools and equipment required within the essential functions. Including the use of hands to handle, feel or operate objects, tools or controls; and reach with hands and arms;
3. Vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus;
4. Able to sit and/or stand for prolonged periods of time;
5. Able to perform in a work environment that is quiet to noisy depending on the task or equipment being used.
6. Must be able to hear normal sounds with background noise, distinguish voice patterns and communicate clearly with speech as in using a telephone or providing group training.

The Town of Rocky Hill is an EEO/AA employer and complies with the guidelines of the Americans with Disabilities Act.