

TOWN OF ROCKY HILL JOB POSTING

(This is an advertisement. Please see page 2 for a detailed job description.)

DEPARTMENT OF HUMAN, YOUTH AND SENIOR SERVICES

MINI BUS DRIVER (FULL-TIME)

The Town of Rocky Hill is seeking qualified drivers to provide transportation as a full-time Mini Bus Driver for the Town of Rocky Hill. Applicants must demonstrate and possess the required qualifications:

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

This position is part of the AFSCME Union Local 1303-112. Salary (Grade 4 - effective: July 1, 2018: \$51,285) and hours will be in accordance with the Union contract which can be viewed online at: www.rockyhillct.gov/unioncontracts.

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; 3) A copy of your current "F" endorsement; and 4) A completed Town of Rocky Hill Application for Employment. All application materials must be submitted via electronic mail Attention: Camille Gilbert (hrdept@rockyhillct.gov). Applications will be accepted until the position is filled. Incomplete applications will not be considered.

Please be advised candidates 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: MINIBUS DRIVER
DEPARTMENT: HUMAN SERVICES
REPORTS TO: DIRECTOR OF HUMAN, YOUTH & SENIOR SERVICES
SUPERVISES: NONE
BARGAINING UNIT: AFSCME LOCAL 1303-112

General Statement of Duties:

Operates minibus and assists bus patrons; does related work and special assignments as required.

Essential Functions:

1. Operates minibus on an appointment basis;
2. Assists patrons in and out of bus;
3. Acts as bus dispatcher when necessary;
4. Responsible for safe operation of bus as relates to checking fluid levels, cleanliness, arranging appointments for maintenance checks and problems;
5. Responsible for pick-up of Town mail and delivery of packets – materials to the Town Officials and media offices;
6. Takes Town vehicle to car wash;
7. Conducts 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.

Minimum Qualifications, Knowledge, Skill & Ability:

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;
5. Must be in good health;
6. Ability to follow oral and written instructions and effectively organize a daily schedule.

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.