

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 SUBSTITUTE MINI BUS DRIVER

The Town of Rocky Hill is seeking qualified drivers to provide transportation, on an anticipated per diem basis, as substitute Mini Bus Drivers for the Town of Rocky Hill. Applicants must demonstrate and possess the required qualifications:

1. Flexible schedule to work days, evenings, and weekends;
2. "F" Endorsement or higher required. Applicants or holders of a public passenger endorsement must have an acceptable driving record;
3. First Aid/CPR Certification;
4. Ability to follow oral and written instructions and effectively organize a daily schedule;
5. Graduation from high school or trade school, or have equivalency certificate and experience operating small trucks and vans; and
6. 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 at: [http://www.rockyhillct.gov/Personnel_Rules\(original\).pdf](http://www.rockyhillct.gov/Personnel_Rules(original).pdf). Salary is non-negotiable at \$15.00 per hour. **Applicants must be flexible with their schedule and availability since this is a "per diem" or "as needed" position and able to work days, evenings, and weekends.**

If you are interested in being evaluated and interviewed for inclusion on a list of available drivers, please submit each of the following: 1) A resume; 2) A letter of interest which clearly demonstrates how the applicant meets the qualifications and your availability; 3) A copy of your current "F" endorsement; and 4) A completed Town of Rocky Hill Application for Employment. Please submit all application materials to the Department of Human Resources (hrdept@rockyhillct.gov) via electronic mail. Applications submitted will be kept on file until June 30, 2019.

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: SUBSTITUTE MINI BUS DRIVER
DEPARTMENT: HUMAN, YOUTH AND SENIOR SERVICES
REPORTS TO: DIRECTOR OF HUMAN, YOUTH AND SENIOR SERVICES
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. 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.