



DUBLIN
CALIFORNIA

INVITES APPLICATIONS FOR THE POSITION OF

RECREATION DRIVER

APPLY ONLINE AT WWW.CALOPPS.ORG

FILING DEADLINE

Open Until Filled; First Screening Deadline: August 15, 2016

JOB TYPE

Part-time, Temporary/Seasonal

SALARY

\$17.30 - \$24.93/hour

THE POSITION

The Recreation Driver is a Part-Time, Temporary-Seasonal position with no benefits. Hours may vary from month to month (10-20 hours per month). Hours may include weekdays 8:00 a.m. – 6:00 p.m. Under general supervision, the Recreation Driver transports ambulatory passengers and persons with disabilities via small bus, passenger van or sedan to City facilities and on day-trips. The incumbent inspects vehicles and submits maintenance records; coordinates vehicle maintenance, cleaning and detailing; renders CPR, first aid and general assistance as needed; serves as City staff escort on day-trips and excursions (1-12 per month). Other shift opportunities may present themselves during City special events and summer camps; and maintains written records. This position is located in the Dublin Senior Center.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this classification. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Drives small buses, passenger vans or sedans.
- Adheres to safe driving practices and all vehicle codes.
- Performs routine safety check of vehicles.
- Reports vehicle safety and/or mechanical problems.
- Provides door-to-door assistance to passengers if necessary, including carrying packages or other personal belongings.
- Assists passengers into and out of vehicles.
- Operates lift for passengers with disabilities.
- Collects tickets and maintain accurate trip records.
- Renders CPR, first aid and general assistance as needed.
- Perform cleaning activities to interior of vehicles.
- Coordinate the exterior washing of vehicles.
- Encourages and maintains positive public relations and provides responsive customer service.
- Other related duties as assigned.

QUALIFICATIONS

Training and Experience:

1. Education: Equivalent to graduation from High School; Must be 21 years or older.
2. Experience: Sufficient training and experience that demonstrates the possession of the knowledge and abilities required performing the job.

Knowledge of:

- Safe driving practices, California Vehicle Code, and Department of Motor Vehicles requirements for commercial drivers.
- City of Dublin.
- Needs of people with disabilities.

Ability to:

- Perform vehicle safety inspections.
- Safely and legally operate small buses and passenger vans (15 passengers).
- Establish and maintain effective working relationships with passengers and other employees and volunteers.
- Read maps and establish new routes if necessary.
- Work flexible hours including nights and weekends as needed.
- Complete accurate written reports and make simple calculations.

Licenses; Certificates; Special Requirements:

1. Valid California Class B Driver's License with a passenger endorsement.
2. Current DMV Medical Examination Certification.
3. Ability to obtain certification in First Aid and CPR within 45-days of date of hire.
4. This classification is designated as a Mandatory Reporter; Completion of Mandatory Reporter training is required within one month of employment.
5. Any offer of employment is conditional upon submission of a completed fingerprint card and satisfactory Department of Justice background check.

BENEFITS

Other than statutory law, AB1522 (CA Paid Sick Leave law), there are no benefits for part-time, temporary-seasonal positions.

PHYSICAL STANDARDS

The physical standards described are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. An employee is regularly required to drive up to eight hours per day and sit for long periods of time; talk and hear, in person, in meetings, by telephone, and radio; use hands and fingers to handle, feel to operate a vehicle; and reach with hands and arms. The employee is frequently required to kneel, bend, twist, lift, walk, stand and lift/carry objects weighing up to 50 pounds. The employee may be required to physically support people, and push clients in wheelchairs (200 lbs.) boarding and exiting the van. While performing duties, the employee is regularly required to use written and oral communication skills; read and interpret information, schedules and maps; and interact with City employees and the public.

THE SELECTION PROCESS

The best-qualified candidates, as determined by an initial screening of applications on, will be invited to participate in an interview process which will consist of written and/or oral components. The City reserves the right to test an applicant in any other manner to determine suitability and to alter any aspect of the selection process. Meeting the minimum requirements listed in this job description does not guarantee advancement in subsequent phases of the selection process. No faxed or e-mailed applications will be accepted.

Pursuant to the City's Personnel Rules Section 24.2, the City retains the right to take appropriate steps to avoid inappropriate working relationships among relatives.

EQUAL OPPORTUNITY EMPLOYER

In accordance with Federal and State laws, the City of Dublin does not discriminate on the basis of race, religion, color, national origin, ancestry, handicap, disability, medical condition, marital status, sex, or age.

SUPPLEMENTAL QUESTIONNAIRE

In order to continue in the City's recruitment process, you are required to respond/complete the following Supplemental Questions online:

1. This position requires a valid CA Class B Driver's License with a passenger endorsement. Can you provide evidence of a current CA Class B License at the time of hire?
2. Please describe your experience with transporting passengers.
3. We are looking for a friendly and service oriented (Bus) Driver to interact and serve our senior center passengers. Briefly describe at time when you went above and beyond for one of your passengers.
4. Are you comfortable acting as a trip escort in addition to being the driver?
5. How will this job fit into your current work situation?