



Human Resources
220 East Morris Avenue #200
South Salt Lake City, UT 84115-3200
Phone (801) 483-6062 Fax (801) 412-3276

September 17, 2018

PUBLIC NOTICE

The City of South Salt Lake is accepting applications from for the following position:

Senior Bus Driver (part-time)

The Seniors Bus Driver reports to the Recreation Director; performs transportation work in driving a van or bus, and coordinating transportation plans in support of community events, recreation and senior adult programs.

ESSENTIAL RESPONSIBILITIES AND DUTIES

1. Provides transportation services for Community events, recreation and senior adult programs
 - 1.1 Coordinates pickups for senior adults participating in recreational or social programs
 - 1.2 Assists senior adults with packages and getting on and off van or bus
 - 1.3 Maintains transportation vehicles, including fueling and cleaning and coordinates general maintenance, routine servicing and repair of assigned vehicles
 - 1.4 Ensures safety of staff and citizens at all times
 - 1.5 Provides excellent customer service at all times

MINIMUM QUALIFICATIONS

EDUCATION, EXPERIENCE AND CERTIFICATIONS

- Graduation from high school or GED equivalent and one year related experience, or any equivalent combination of related education and experience.
- Must possess a valid state driver's license with CDL endorsement, or have the ability to obtain one prior to employment.
- Basic knowledge of e-mail and data entry preferred.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of traffic laws and defensive driving; knowledge of senior adult services and needs.
2. Skill in first aid and CPR
3. Ability to safely drive a bus or van; ability to establish and maintain effective relationships with senior adults, employees, supervisor, program participants, and the general public; ability to communicate effectively verbally.

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that

must be met or will be encountered by an employee while successfully performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is constantly required to use hands to operate objects, tools or controls. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and the ability to adjust focus.

The noise level in the work environment is usually quiet while in the office, or moderately loud when in the field.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description is subject to change by the employer as the needs of the employer and requirements of the job change.

GRADE: Part time/hourly

HOURLY RATE: \$12.25 - \$18.25/hour DOE (typically hire at minimum)

CLOSING DATE: Open until filled

MUST COMPLETE CITY APPLICATION

Resumes submitted without application will not be considered.

**Application available on website at www.southsaltlakecity.com and fax to 801-412-3276
or apply in person**

**CITY OF SOUTH SALT LAKE
220 EAST MORRIS AVENUE (2430 South)
2nd FLOOR**

FINAL APPLICANT MUST SUBMIT TO AND PASS A DRUG SCREEN AND BACKGROUND CHECK

EQUAL OPPORTUNITY EMPLOYER

This organization uses E-Verify