

OPENS: May 13, 2011
CLOSES: no closing date at this time

PLEASE POST

Municipal Building
625 - 52ND Street, Room 205
Kenosha, WI 53140
(262) 653-4130
(262) 653-4127 fax
(262) 653-4137 job line
www.kenosha.org



*City of Kenosha
Employment Opportunity*

HUMAN RESOURCES DEPARTMENT
Labor Relations
Recruitment & Selection
Health & Benefits

BUS DRIVER (part-time) **(Transportation Department / Kenosha Area Transit)**

This on-going recruitment which means that there may or may not be any current openings. This recruitment is open to all individuals determined to be qualified according to the requirements of this position. Applications of qualified candidates are kept on file in the event there are openings in this classification within the next six (6) months. Appointment to this classification does not lead to full-time employment with the City of Kenosha.

No person can be employed who has a relative already employed by the City of Kenosha in a position covered by the Civil Service Ordinance or who has a relative in any elected office in City of Kenosha government, as defined in Section V of the Civil Service Ordinance. "Relative" includes any member of the immediate household; or anyone whose relationship by blood or marriage is as close or closer than first-cousin, including "step" relationships; or any grandparent or grandchild.

Residency requirement: Applicants must reside within the approved area outlined in the City of Kenosha's Civil Service Ordinance. The approved area includes: Kenosha County, Racine County (except the Town of Waterford; however the Village of Waterford is acceptable), and the Wisconsin cities of Franklin, Oak Creek or South Milwaukee. The incumbent of this position is required to maintain such residency during the term of employment.

GENERAL OVERVIEW OF POSITION:

Under general supervision of the Supervisor of Operations, this part-time position is responsible for transporting middle/high school students to and from school or other designated destinations. A part-time Bus Driver typically works 20 hours per week during the school year (2 hours each morning and afternoon, Monday thru Friday); although additional hours may be available if desired. Part-time Bus Drivers also perform general maintenance and repair of equipment and facilities as required. Work is reviewed through observation for adherence to established policies and procedures.

ESSENTIAL DUTIES & RESPONSIBILITIES (illustrative only):

- Drives City bus/streetcar on schedule; picks up individuals from pre-determined areas; transports individuals to and from various functions.
- Collects fares and/or transfer tickets from passengers and changes fare boxes.
- Provides information on streetcar and/or bus routes and schedules.
- Assists all passengers, including handicapped individuals and children, on and off the bus/streetcar as required.
- Assists with wheelchair and other mobility devices.

OTHER DUTIES & RESPONSIBILITIES (illustrative only):

- Keeps the bus/streetcar clean (i.e., picks up trash, sweeps, mops, checks for lost articles).
- Assists in the general maintenance of transit buildings and facilities.
- Fills the bus with gas and checks oil levels.
- Conducts safety checks including those on wayside equipment (i.e. trolley switches).
- Drives the bus/streetcar to the central garage for preventative maintenance.
- Reports problems with the operation of the bus/streetcar.
- Clears trolley switches and shovels snow as needed.
- Completes state/federal surveys and any other reports as needed.
- Performs other related duties as required.

(continued on next page)

REQUIREMENTS:

Training & Experience:

- High school diploma or GED.
- Previous work experience which involved driving duties or operating a bus, streetcar, tractor-trailer, or similar large vehicle highly desired.
- Must have a minimum of one year recent work experience dealing directly and successfully with the general public on a daily basis.
- See "Other Requirements" below for licensing requirement.

Essential Knowledge, Skills and Abilities:

- Knowledge of the safe operation of a passenger carrying vehicle.
- Knowledge of the rules of the road applicable to large motor vehicles.
- Knowledge of the streets, roads and highways of the City of Kenosha and adjacent areas.
- Knowledge of various hand tools used in general maintenance and repair.
- Skill in the safe operation of large motor vehicles.
- Ability to understand and follow oral and written instructions.
- Ability to communicate information tactfully and impartially.
- Ability to work well with others, including co-workers, superiors, and the general public.
- Ability to handle reasonably necessary stress.

Physical Requirements:

- In addition to extended periods of sitting, tasks may involve walking; standing; and some lifting, carrying, pulling and pushing objects of moderate weight (12-20 pounds) and infrequently very heavy weight (100 pounds or over).
- Manipulative skills and hand-eye coordination are also important ingredients of safe and/or vehicle operation.

Environmental Requirements:

- Task requires that work be performed in adverse environmental conditions.

Sensory Requirements:

- Task requires color perception and discrimination.
- Task requires sound perception and discrimination.
- Task requires odor perception and discrimination.
- Task requires depth perception and discrimination.
- Task requires visual perception and discrimination.
- Task requires oral communications ability.

Additional Requirements:

- **Must have valid driver's license to apply. Wisconsin Class B commercial driver's license (CDL) or CDL instruction permit (CDLI) with endorsements to use air brakes and carry passengers is required prior to hire date. Therefore, applicants who do not have a CDL are encouraged to begin the CDLI process through the Wisconsin Division of Motor Vehicles.**
- Must have a good driving record.
- Appointment is contingent upon results of pre-employment physical, drug testing, background check, and obtaining a CDL/CDLI.
- Employees are required to participate in the City of Kenosha's random drug and alcohol testing program.

CURRENT WAGE RATE: \$11.98 / hour (\$12.58/hour after six months of satisfactory performance)

METHOD OF SELECTION: An applicant's education, training and experience will be analyzed. Written, oral and/or proficiency exams may be required to establish eligibility, and will be scheduled as needed. Appointment to the position will be in accordance with City policy, Civil Service Rules and Regulations, and labor agreement, if appropriate. The City of Kenosha reserves the right to further evaluate only those applicants who best meet the needs of the organization.

HOW TO APPLY: City of Kenosha application form is required and available at the Human Resources Department, Room 205 of the Municipal Building, 625 52nd Street, Kenosha or at www.kenosha.org. Applications will be accepted until the needs of the City of Kenosha are met.