San Pablo ★★★★★ All-America City NATIONAL CIVIC LEAGUE 2014

City of SAN PABLO California

Job Information for

PARATRANSIT DRIVER

Temporary, Part Time, At-Will Employment

Hourly Rate: (A) $12.52 (B) $13.14 (C) $13.80 (D) $14.49 (E) $15.21

Filing Deadline EXTENDED: OPEN UNTIL FILLED

Applications MUST be submitted online at www.CalOpps.org

Must include a current DMV H6 report with employment application

The Position:

Under general supervision the Paratransit Driver drives a City van to designated locations, providing assistance and delivery service to seniors and persons with disabilities in a safe and efficient manner.

Qualifications:

- ***Knowledge of:*** California Motor Vehicle Code; geography and street system of the City of San Pablo and the surrounding areas; basic mechanical features of a vehicle; basic recordkeeping practices; safe and efficient work practices as they relate to the operation of a van with a lift; occupational hazards and safety precautions required in a public transit operation.
- ***Ability to:*** Drive and operate a transportation vehicle which serves passengers in a safe and efficient manner; understand and follow oral and written instructions; keep accurate records including route and maintenance schedules; deal effectively with the public including special groups such as the elderly and disabled; work independently in the absence of supervision; evaluate emergency situations and act decisively and effectively to resolve the situation; read a map and locate addresses; perform manual work required to push wheelchairs, load and unload passengers; follow safety and operational rules and procedures; establish and maintain cooperative working relationships with those contacted in the course of work.
- ***Experience:*** One year experience driving a transportation vehicle which serves over 10 passengers; experience dealing with disabled individuals is preferred.
- ***Education:*** Equivalent to completion of the twelfth grade.
- ***Required License:*** Possession of a valid California Class B driver's license with a Passenger Endorsement and maintenance of a satisfactory driving record.

Examples of Duties:

Duties may include, but are not limited to the following:

- Drive a paratransit van to destinations in a safe and efficient manner up to 25 passengers.
- Assist passenger when entering and exiting vehicle, ensuring that seat belts are fastened and passengers are seated safely and comfortably.
- Assist passengers and disabled individuals in getting from door-to-door.
- Load and unload wheelchairs; pushes wheelchairs up and down ramps, or a maximum of three stairs.
- Prepare appropriate reports of all accidents, injuries and malfunctions of the vehicle; maintain a daily trip log and other required records.
- Prepare pre and post trip inspections, complete appropriate paperwork thoroughly
- Inspect the general vehicle condition and notify appropriate personnel of maintenance needs; keep the interior of the vehicle orderly and clean.
- Perform related duties as assigned.

SUPPLEMENTAL QUESTIONS

1) Have you attached a copy of your DMV H6 driving record dated within 30 days of submitting your application?
2) Do you have an up to date green medical card?
3) Are you CPR/First Aid certified?

APPLICATION/SELECTION PROCEDURES

Applications will only be accepted online at www.CalOpps.org. Please click on the "Member Agency" button at the top of the page and select the City of San Pablo link. For general questions, call the Personnel Department at (510) 215-3000. Applications must be submitted to CalOpps by the date and time listed on the job announcement. Applications not submitted by the posted date and time will not be considered. The most qualified applicants will be invited to participate in the subsequent phases of the selection process. Meeting the minimum requirements of the position does not guarantee the advancement in any phase of the selection process. Final selection will be made from an eligibility list.

Background Investigation and Pre-employment Medical Examination: The successful candidate will undergo a complete background investigation and fingerprinting. The successful candidate having been offered employment is required to pass a City-paid pre-employment medical examination which includes TB testing. **Americans with Disabilities Act (ADA):** Please contact the Personnel Department on or before the filing deadline if special accommodations are necessary at any stage of the selection process. Every attempt will be made to consider your request (medical documentation must be provided upon request). **Immigration Reform & Control Act:** In accordance with the Immigration Reform and Control Act of 1986, all potential employees will be required to provide proof of United State Citizenship or authorization to work in the United States. **Drug-Free Workplace Policy:** In accordance with the Drug-Free Workplace Act of 1988, it is the objective of the City of San Pablo to achieve a drug-free workplace.

THE CITY OF SAN PABLO IS AN EQUAL OPPORTUNITY EMPLOYER. MINORITIES/WOMEN/INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY. QUALIFIED APPLICANTS RECEIVE EQUAL CONSIDERATION, WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, ANCESTRY, AGE, MARITAL STATUS, AND DISABILITY EXCEPT WHERE DICTATED BY THE REQUIREMENTS OF THE JOB.

The information contained herein does not constitute either an expressed or implied contract of employment and these provisions are subject to change.