

## IMPORTANT NOTICE – PLEASE READ CAREFULLY!

Dear Applicant:

Enclosed is the employment application you requested from the City of Saint Peter. A copy of the job description for the position you are interested in is also enclosed for your information. Please review the job description carefully before completing the application.

All applications for employment with the City of Saint Peter are reviewed and scored based upon a predetermined set of ranking criteria. The ranking criteria is directly related to the minimum and desired qualifications contained in the job description for the position. It is critical that you specify the functions and responsibilities of your past experience in a manner which will allow the person scoring the application to determine whether you meet the requirements for the minimum and desired qualifications for the position! Points can only be assigned for past experience and education if the person scoring the application is able to determine that you meet the minimum and desired qualifications for the job based on the information you provide on your application. **Applicants who do not meet each of the minimum qualifications for a position will not be considered for an interview under any circumstances.**

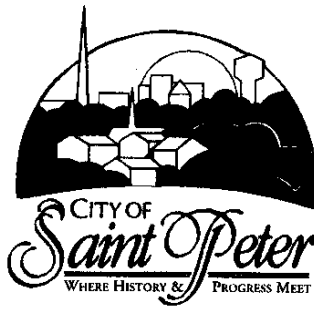
Please provide detailed information about your experience and training related to computer hardware and software, equipment, machinery and/or any specialized processes you feel are relevant to the position or are defined in the job description. This should include number of years of experience, information on types of computer software and hardware you may be proficient with, specialized training you have received including training needed for licensure, in-house training you may have received through a previous employer, level of skill for various responsibilities, and any other information which may outline your skills and abilities relative to this position.

If you have any questions about how to complete the application or the requirements of the position, please contact the City Administrator's office at 507-934-0663.

Thank you for your interest in serving the citizens of our community through employment with the City of Saint Peter.

Sincerely,

City Administrator's Office  
City of Saint Peter



POSITION OPENING

## FULL-TIME BUS DRIVER

The City of Saint Peter is currently accepting applications for the position of full-time Bus Driver for the Minnesota River Valley Transit system in Saint Peter. Due to COVID-19, work hours for this position may vary (days, nights, weekends) for the foreseeable future. Successful candidates for this position must have, at a minimum, a High school diploma or equivalent and a valid State of Minnesota CDL minimum of Class C Driver's License with passenger endorsement. Candidates will have thirty (30) days from the date of employment to obtain the required driver's license and Minnesota River Valley Transit will help the new employee train for the license test. Candidates who possess the following desired experience or education will qualify for additional points towards an interview: previous experience working with the public; training in vehicle mechanics; experience operating a two-way radio/phone; and prior bus driving experience. Starting wage \$16.72 per hour. Position includes health, dental and other benefits.

Applicants are required to complete a City application form which is available in the City Administrator's office at 227 South Front Street, by calling (507) 934-0663 or online at <https://www.saintpetermn.gov/365/Employment>. Completed applications must be received by the City Administrator's office by 5:00 p.m. December 10, 2020. Faxed and/or late applications will not be accepted.

**\*\*NOTE:** The successful candidates for this position will be required to successfully complete and pass a pre-employment drug test. The position is also subject to post-accident, random, reasonable suspicion, return to duty, and follow-up drug and alcohol testing required by **USDOT 49 CFR Part 655** (Federal Transit Administration) and **USDOT 49 CFR Part 40**. In addition, successful candidates for this position must have a vehicle driving record which is clear of revocations, suspensions and cancellations for the past three (3) years. Applicants may be required to submit to a criminal background check and be clear of convictions for crimes or anticipatory crimes (as defined in M.S. 609.17 and 609.175) within the previous fifteen (15) years.

AA/EEO

**CITY OF SAINT PETER, MINNESOTA**

**POSITION DESCRIPTION**

**Pay Equity Points = 122**

**POSITION TITLE:** BUS DRIVER  
**DEPARTMENT:** FINANCE  
**SUPERVISOR:** TRANSIT OPERATIONS MANAGER

**OVERVIEW OF POSITION:**

Under the direction and general supervision of the Transit Operations Manager, the Bus Driver operates and maintains the municipal transit service vehicles.

**DUTIES:**

- Operates and maintains the municipal transit system vehicles; operates vehicles in a safe and efficient manner; maintains overall cleanliness of vehicles; refuels vehicles as necessary; reports any accidents or mechanical problems to the Transit Operations Manager.
- Manages route schedule; operates two-way radio; provides assistance to elderly and handicapped passengers as needed; recommends efficient changes in routing.
- Promotes the transit service to the general public and to customers.
- Maintains the daily books for the municipal transit system; collects fares; maintains and updates the log book; closes out daily books; locks up bus and cash receipts at the end of shift.
- Observes all safety and traffic regulations.
- Attends and participates in staff and safety meetings and training.
- Effective and respectful communication and interactions with other employees, managers, individuals from other organizations, and citizen customers.

**REQUIRED INTERPERSONAL SKILLS:**

Ability to communicate effectively; ability to understand and carry out directions; ability to accept responsibility; ability to secure the confidence of transit system patrons; ability to maintain confidentiality as needed; tact; ability to deal with the public.

**ESSENTIAL PHYSICAL REQUIREMENTS:**

The Bus Driver is required to be capable of performing the following physical functions or a combination thereof for any given workday:

Legend:

Continuously is over 2/3 of a work day  
Frequently is 1/3 to 2/3 of a work day

## CITY OF SAINT PETER, MINNESOTA

### POSITION DESCRIPTION

Occasionally is less than 1/3 of a work day

Work day - a normal work day is eight (8) hours with a break for a meal. A normal work week is five (5) days with two consecutive days off. During emergencies, work days may extend to 16 hours or more and a work week to seven days.

- Speak, read, write and understand English.
- Hearing normal or corrected to normal.
- Eyesight 20/40 or corrected to 20/40.
- In an 8 hour day sit for up to 8 hours and/or stand for up to 8 hours.
- Frequently bend, stoop, squat, crouch, kneel and balance.
- Occasionally reach above shoulder level.
- Use hands for simple grasping and fine manipulation.
- Occasionally lift and carry up to fifty (50) pounds.

#### **MINIMUM QUALIFICATIONS:**

- High school diploma or equivalent.
- Possession of, or the ability to obtain within 30 days of employment, a minimum of a Minnesota CDL Class C Driver's License with passenger endorsement.

#### **DESIRED QUALIFICATIONS:**

- Experience working with the public.
- Experience operating two-way radio/phones.
- Training in vehicle mechanics.
- Previous bus driving experience.

Adopted: 10-10-2016