



POSITION OPENING

PART-TIME BUS DRIVERS

The City of Saint Peter is currently accepting applications for the position of Part-time Bus Drivers for the Minnesota River Valley Transit system. These positions will work day, evening and weekend shifts. Positions in Saint Peter. 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 the City 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 - \$17.05 per hour.

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. July 30, 2021. 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