



City of Coolidge
Human Resources Department

Promoting a Drug & Alcohol Free Workplace
Equal Opportunity / Reasonable Accommodation Employer

EMPLOYMENT OPPORTUNITY

TRANSIT DRIVER/DISPATCHER

Part-time, FLSA Non-exempt position

Salary : \$11.72 Hour

Opening Date: April 29, 2015

Job Posting: #CST15-002

Closing Date: Open until filled

External Posting

GRANT FUNDED POSITION: An exciting opportunity is available for a career-minded individual as a Transit Driver. Under general supervision, operates and dispatches City of Coolidge's Transit vehicles; performs vehicle inspections and other transit related dispatch activities.

QUALIFICATIONS

Minimum

- High School Diploma or G.E.D., and two (2) years transit driver/dispatch experience, or equivalent combination of education, training and experience.
- A valid Arizona Commercial Driver's License Class B with Passenger Endorsement

RESPONSIBILITIES

Operates City transit vehicles to transport members of the public throughout the service area. Maintains compliance with departmental policies, procedures, traffic laws, and safety regulations governing the transport of passengers. Conducts pre-trip and post-trip vehicle inspections; immediately reports vehicle problems to mechanic. Cleans and maintains assigned transit vehicle; sweeps/mops vehicle floors; cleans vehicle seats, walls, windows, driver area, and wheelchair lift. Follows and maintains transit route schedules. Promptly responds to dispatch instructions to pick up and drop off passengers. Operates wheel chair lifts, ramps and provides assistance to disabled passengers. Collects transit fares from passengers. Records fares received; balances daily transit log. Dispatches vehicles and performs a variety of other transit related dispatch functions. Answers incoming calls and provides the public with information regarding City transit services and route schedules.

APPLICATION PROCESS

To be considered for this exceptional career opportunity, please submit an application, to Human Resources, City of Coolidge, 130 W. Central Avenue, Coolidge, AZ 85128-4804. **First Review, May 18, 2015.** For more information, contact the Human Resources Department at (520) 723-6060 or visit www.coolidgeaz.com