



**City of Coolidge  
Human Resources Department**

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

**EMPLOYMENT OPPORTUNITY**

**TRANSIT DRIVER/ DISPATCHER FT & PT - REGISTRY**

**Registry Notice:** This registry is intended to collect applications for current and/or future vacancies. This announcement may be closed once a sufficient number of qualified applicants have applied.

**GRANT FUNDED POSITION:** Under general supervision, operates and dispatches City of Coolidge’s Transit vehicles; performs vehicle inspections and other transit related dispatch activities.

**Full-Time, FLSA Non-exempt position**      **Full Time Salary: \$34,242 - \$51,364 annually**  
**Part Time Rate: \$15.84 hourly**

**Opening Date: Continuous**                      **Recruitment #: CT24-001**  
**Closing Date: See Registry Notice**        **External Posting**

**QUALIFICATIONS**

Minimum

- High School Diploma or G.E.D., **and** two (2) years transit driver/dispatch experience, **or** an 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 community; Maintains compliance with departmental policies, procedures, traffic laws, and safety regulations governing the transport of passengers; Conducts pre-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 schedule; Promptly responds to radio dispatch instructions to pick up and drop off passengers; Operates wheel chair lifts 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, please submit an application to Human Resources online at [www.coolidgeaz.com/jobs](http://www.coolidgeaz.com/jobs) or drop off at City Hall, 130 W. Central Avenue, Coolidge, AZ 85128. For more information, contact the Human Resources Department at (520) 723-6060 or visit [www.coolidgeaz.com](http://www.coolidgeaz.com)

**FULL-TIME EMPLOYEE  
BENEFITS**

-Medical: Blue Cross Blue Shield

- PPO
- HSA
- 100% Employee Coverage
- 70% Dependent Coverage

-Dental: Blue Cross Blue Shield

- 100% Employee Coverage
- 70% Dependent Coverage

-Vision: Principal

-AFLAC Supplemental Policies (Hospital, Accident, Critical Illness, Short-Term Disability)

-Health Care & Dependent Care FSA

-Telemedicine

-Employee Assistant Program

-Basic & Voluntary Life Insurance

-457 Deferred Compensation Plans: MissionSquare & Nationwide

-LegalShield Benefits

-Retirement

- Arizona State Retirement System (ASRS)
- Public Safety Personnel Retirement System (PSPRS)

-10 Paid Holidays + 1 Paid Personal Day

-Vacation & Sick Leave Balances

-Student Loan Forgiveness

**PART-TIME EMPLOYEE  
BENEFITS**

- PT Sick Leave Balance