



**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: \$35,954 - \$53,932 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 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

**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