



CITY OF DANVILLE, IL JOB VACANCY NOTICE

FOR POSITION OF EXTRA BOARD DRIVER

NORMAL WORK HOURS: Full-Time or Part-Time Available, Non-Exempt, Union

SALARY: \$18.31 per hour

POSITION REQUIREMENTS: The general purpose of this position and/or contribution to the department is responsible for the safe, courteous and reliable operation of City owned passenger vehicles (Buses) as well as the safety of the general public (Passengers, Pedestrians, Motorist, etc).

POSITION QUALIFICATIONS: The following are considered minimum qualifications. Extensive related experience will be considered in lieu of these position requirements if they represent similar skills, knowledge, and levels of responsibility.

Education: The minimum educational requirements for this position are:

- Employee must hold a High School Diploma or G.E.D. Certificate.

Experience: Candidates for this position must possess the following experience, or experience deemed to be equivalent to the following:

- Must have a combination of education, training, and at least two years of experience which demonstrates the ability to perform the duties of this position.

Required Skills: Good physical and mental health – Ability to deal with the public in a friendly and courteous manner – Good interpersonal communication skills – Legible handwriting.

Essential Duties: The following examples are illustrative of the work duties and responsibilities of this position. In addition to this list, the employee is expected to carry out any work assignment made by his/her supervisor.

- Knowledge of all standard operating procedures – Must report to work properly – Must practice safe defensive driving – Must adhere to schedules – Courteous handling of passengers – Proper and timely completion of all job related reports – Knowledge of all routes and schedules – Must conduct pre-bus inspection as required – Must have knowledge of all equipment and accident/incident procedures – Proper collection of fares.

Candidate must be 21 yrs of age and hold a current CDL license with passenger endorsement or be able to obtain within 30 days, and have a good driving record.

Drivers must establish their principal residence in Illinois, within the service area of DMT which includes parts of Westville and Georgetown, within six months following successful completion of their probationary period.

Transfer requests and applications may be mailed to the City of Danville Personnel Office, 17 W. Main Street, Danville, IL 61832, or deposited in the City Building main floor lobby application box.

Personnel Office: (217) 431-2300 FAX: (217) 431-2202

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