



Town of Suffield Job Posting

Position: Part Time Mini Bus Driver

Posted: December 12, 2023

End Date: Open Until Filled

The Town of Suffield is a quintessential New England town with a longstanding pledge to preserving its historic architecture and agricultural roots. The many people who serve Suffield through town government as employees and volunteers alike remain committed to developing and fostering a strong sense of community among its residents.

The Town of Suffield seeks a Part Time Mini Bus Driver. The Suffield Mini Bus Driver is responsible for transporting Suffield senior citizens and individuals with a disability to and from predetermined locations, such as medical appointments and shopping. Mini Bus Drivers serve the residents of Suffield in a positive, customer-oriented manner to promote a positive, professional image for the Town government. Duties include driving and routine cleaning on the mini buses.

Supervision Received:

Works under the direction of the Suffield Community Services Director.

Supervision Exercised:

None.

Essential Duties and Responsibilities:

1. Responsible for transporting Suffield senior citizens and individuals with a disability to and from predetermined locations.
2. Adheres to all traffic and safety laws.
3. Routine cleaning of the interior of the vehicles.
4. Outstanding customer service to all Suffield residents.
5. Ensures the shuttle bus is fueled and presentable at all times.
6. Avoid high traffic and accident-prone routes, where possible.
7. Recording and reporting all major accidents and incidents to your supervisor.
8. Maintains positive working relationships with school officials, community groups, and the public regarding program offerings and coordination of services.
9. Promptly responds to citizen inquiries, feedback, and complaints pertaining to services and facilities.
10. Attends seminars and conferences to remain current on developments in relevant fields.

Other Job Functions:

1. Perform other related work as assigned.

Knowledge, Skills, and Abilities:

1. Knowledge of the Town of Suffield roads and surrounding area.
2. Excellent route planning abilities.
3. Knowledge of laws relating to motor vehicle operation.
4. Knowledge of the routine maintenance of a motor vehicle.

5. Considerable skill in safe operation and driving of a minibus and car.
6. Effective oral and written communication.
7. Ability to establish and maintain courteous, effective working relationships with superiors, associates, senior citizens, and the general public.
8. Ability to understand the needs of the elderly or individuals with a disability and to assist them in getting on and off the minibus.
9. Ability to read and understand route directions.
10. Ability to lift at least twenty (20) pounds and is physically fit to help passengers on and off the bus.
11. Ability to assist with carrying bags.
12. Ability to work flexible hours and be available to drive when extra drivers are needed.

Minimum Qualifications:

1. Three (3) years of driving experience with an acceptable driving record to maintain a public passenger endorsement.
2. Outstanding customer service skills and enjoys working with the public.
3. Relevant experience may be substituted for education attainment if deemed appropriate by the First Selectman.

Special Requirements:

1. Valid, active Motor Vehicle Operator's license with passenger endorsement required.
2. Must successfully pass a pre-employment physical and drug test.
3. Subject to successful compliance with random drug and alcohol testing.

Physical Demands:

The physical demands here are representative of those that an employee must meet to perform the essential functions of the job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the essential functions of this job, the employee is frequently required to sit, stand, walk, use hands and fingers, handle or operate objects, controls or standard office equipment, reach with hands and arms, balance, stoop, kneel, crouch, or crawl; and taste or smell.

The employee must regularly be able to safely lift and move up to twenty (20) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

The work environment characteristics described here represent those employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee regularly works in outside weather conditions and is exposed to cold, heat, rain, snow, and wind. The employee frequently works near moving mechanical parts and is frequently exposed to noise and vibration. Employees are exposed to fumes, airborne particles, and toxic or caustic chemicals.

General Guidelines:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the employer's needs and requirements of the job change.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of functions, activities, duties or responsibilities that are required of the employee for this job. Functions, duties, responsibilities and activities may change at any time with or without notice.

Travel:

Travel is primarily local during the business day, although some out of the area travel and overnight may be expected for conferences and seminars.

EEOC Statement:

It is the policy of the Town of Suffield to provide equal employment opportunities to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, the Town of Suffield will provide reasonable accommodations that do not present an undue hardship for qualified individuals with disabilities.

Hours:

This position is a collective bargaining unit member of the Town Hall Union.

This is a part time (24) hours per week position. The hours of work are based on the transportation needs of the senior citizens and individuals with a disability who reside in the Town of Suffield. This position may include nights and weekends and occasionally requires long hours beyond schedule as job duties demand.

Compensation and Benefits:

Town Hall Union pay grade 2 position. This position is union represented and is eligible for benefits, holidays, sick time, personal time, and vacation time. Compensation follows according to the Town Hall Union Contract, as amended from time to time.

How to Apply:

Applications can be found on the town website at suffieldct.gov/departments/hr.

Please submit an application and resume by email to sfoley@suffieldct.gov or by mail to Town of Suffield, Human Resources Department, Attention: Shannon Foley, 83 Mountain Rd, Suffield, CT 06078 by closing date of posting.

*The Town of Suffield is an equal opportunity employer m/f/d/v.
The above posting is intended as a guide and is not a complete description of the position or process*