



CITY OF DETROIT
invites applications for the position of:

Transportation Equipment Operator – Part Time

SALARY: \$12.38 - \$17.66 Hourly

OPENING DATE: 06/29/16

CLOSING DATE: Continuous

DESCRIPTION:

Under general supervision, operates motor coach vehicles in a safe, efficient and courteous manner.

EXAMPLES OF DUTIES:

1. Operates motor coaches.
2. Opens doors for passengers boarding and exiting vehicles.
3. Operates wheelchair lifts.
4. Cycles wheelchair lift upon pulling out and pulling into the garage.
5. Monitors passengers depositing fares and ensures correct amounts are deposited in fare box.
6. Issues, receives and validates transfers.
7. Prepares and issues refund slips.
8. Announces streets and stop locations.
9. Provides information and directions to passengers.
10. Adjusts route and destination signs and route numbers.
11. Maintains cleanliness of vehicle.
12. Removes snow, ice or slush from steps and platforms.
13. Maintains proper lighting, heating and ventilation in vehicle.
14. Reviews bulletin boards at terminal daily for route changes, detours, policy changes and other announcements.
15. Prepares and completes trip sheets, accident reports and other forms and submits to appropriate personnel.
16. Instructs students on the operation of transportation equipment.
17. Ensures vehicle is serviced when driving into service areas.
18. Conducts pre- and post-trip coach inspections.
19. Transfers coaches to alternative terminals.
20. Maintains established route schedule.

MINIMUM QUALIFICATIONS:

1. Completion of high school or G.E.D.
2. Valid Michigan Commercial Driver License with Group A or B designation and Passenger and Air Brake endorsements **preferred**. *CDL's must have Passenger and Airbrake Endorsement.*

3. **Preferably** two years of experience operating automotive vehicles, as demonstrated by a State Driving Record.

*All applicants must have a valid Operators license (at minimum) at the point of hire (certification). **All applicants must be have a Valid State of Michigan Chauffeur Learning Permit (CLP) no later than 14 (fourteen days) after their Hire Date, with the following endorsements: Either Class A (Bus); Class B, with P for Passenger and Air Brakes.** All applicants are encouraged to visit there local Michigan Secretary of State Office at the earliest possible date in order to inquire about the CDL Process.

Any applicants that have had their license suspended and/or revoked within the last 3 (three) years may be ineligible to obtain their CDL-these applicants should visit their Local Secretary of State in order to inquire about their ability to obtain a CDL based upon their Driving Record.

SUPPLEMENTAL INFORMATION:

1. START Test Max. 50% - Min. 32.50%
2. Training, Experience, and Personal Qualifications Max. 50% - Min. 32.50%
3. Total: 65-100%
4. Military Service: 0% Minimum to 15% Maximum
5. Domicile Credit: 0 to 15 points

The City of Detroit has incorporated NEOGOV, an online hiring system, which allows applicants to create a user account/profile, apply for current job opportunities and check the status of their candidacy all on-line. Hard copy paper applications are no longer available. Everything is done through our website, www.detroitmi.gov/detroit-opportunities/find-a-job , where you will find our employment opportunities, and will be able to create an account and apply for jobs.

Job Seekers without computers may use any of the 23 branches of the Detroit Public Library.
<http://www.detroit.lib.mi.us/>

In addition applicants without computer access can visit any of DETROIT EMPLOYMENT SOLUTIONS, a Michigan Works Agency.
<http://michiganworks.org/agencies/agency/178/>

Position #20154823610
TRANSPORTATION EQUIPMENT OPERATOR – PART TIME