



City of
Marion
 Ohio

Affirmative Action Committee

Marion City Hall
 233 West Center Street
 Marion, Ohio 43302

January 26, 2018
 Posted: January 29, 2018

TO WHOM IT MAY CONCERN:

The City of Marion has an immediate need to hire a person for the following position in the **Transit Department (Marion Area Transit):**

Bus Driver – This is a part-time position (20 - 25 hours per week) with a starting pay of \$10.80 per hour (with passenger endorsement).

- Note:**
- Must be flexible with work schedule.
 - Must have a valid Ohio Driver’s License and a Class B or C Commercial Driver’s License (CDL), with passenger endorsement preferred. Driver’s License must be without restrictions of any privilege to drive at any time and must be free from any requirement of High Risk Liability Insurance.
 - Must be a team player, friendly, and have excellent customer service skills.
 - Passing of a Background Check, Physical Examination, and Drug & Alcohol Tests are conditions of employment. Must not use any tobacco products.

Application Opening Date/Time: Monday, January 29, 2018 at 8:00 am
 Application Closing Date/Time: Wednesday, February 28, 2018 at 4:00 pm
 Applications may be obtained from: Human Resources Office, 233 W. Center St., 3rd floor
 -OR- download from ww.marionohio.us/employment

It is the policy of the City of Marion not to discriminate in the selection of candidates.

Janell O’Neil, Affirmative Action Officer
 City of Marion

Attachment

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|-------------------------|--------------------------------|---------------|-----------------|-----------------|
| cc: Committee Members | Public Works Director Bischoff | Auditor | IT | Probation |
| Support Data List (AA) | HRAA – O’Connor | Council | Law Director | Senior Center |
| Mayor Schertzer | HRC – Mayes | Engineering | Municipal Court | Transit |
| Safety Director Robbins | City Hall – 3 Floors | Fire Dept – 3 | Parks | Utility Billing |
| Service Director Caryer | Airport | Garage | Police Dept | WWTP |

WHEN POSTING, PLEASE DISPLAY IN AN AREA ACCESSIBLE TO THE GENERAL PUBLIC.

AN EQUAL OPPORTUNITY EMPLOYER

**CITY OF MARION OHIO
MARION AREA TRANSIT DEPARTMENT
JOB DESCRIPTION**

Job Title: BUS DRIVER
Department: Marion Area Transit
Reports To: Transit Administrator
FLSA Status: Non-Exempt (AFSCME)
Prepared By: Human Resources
Prepared Date: October 30, 2007 UPDATE
Approved By:
Approved Date:

SUMMARY: Drives bus to transport passengers over specified routes to local or distant points according to time schedule and maintains logs as required by ODOT and MAT regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following and other duties as assigned:

- Reads maps and knows North, South, East and West directions.
- Assists passengers with boarding; operates wheelchair lift.
- Collects tickets or cash fares.
- Regulates heating, lighting, and ventilating systems for passenger comfort.
- Records ridership counts on appropriate form.
- Complies with traffic regulations.
- Reports delays or accidents.
- Records cash receipts and ticket fares.
- Inspects bus and completes vehicle checklist form before departure from garage.
- Follows City of Marion general work rules and regulations as well as ODOT and MAT rules and regulations.
- Participates in all required training.

SUPERVISORY RESPONSIBILITIES: This job has no supervisory responsibilities.

COMPETENCIES: To perform the job successfully, an individual should demonstrate the following competencies:

Respond well to difficult or emotional customer situations; Respond promptly to requests for service and assistance; meet commitments. Speak clearly; Listen and get clarification. Write clearly and informatively; Present numerical data effectively. Show respect and sensitivity for cultural differences; treat others with respect and consideration regardless of their status or position. Be able to deal with frequent change, delays, or unexpected events. Be consistently at work and on time; keep appointments on time.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: High school diploma or general education degree (GED).

Language Skills: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Certificates, Licenses, Registrations: Valid Ohio Driver's License. Class B or C Commercial Driver's License (CDL); Passenger endorsement must be obtained within 90 days of hire.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; talk or hear and taste or smell. The employee is occasionally required to stand; walk, climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision; depth perception and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals and vibration. The noise level in the work environment is usually moderate.