

CITY OF SOUTHFIELD PARKS AND RECREATION
JOB OPPORTUNITY ANNOUNCEMENT

JOB TITLE: Driver

CLASSIFICATION: Non-Career/Continuing Part-time

PAY RATE: \$10.00-\$13.00

LOCATION: Parks & Recreation, Senior Services
26000 Evergreen, Southfield, Michigan

WORK SCHEDULE: Varies, 19 hours per week

JOB DUTIES:

- Transport clients to medical, grocery, shopping, hairdressers, etc., by set schedule.
- Gas vehicle daily; report vehicle repairs as needed; cleaning of bus as required.
- Keep track of passenger count, and demographics.
- Drive for other city and contracted scheduled routes.
- Drive for day camp trips; drive dining out and casino; drives for Parks and Recreation city hall
- Take vehicles to the Round House in Southfield for needed repairs, and take vehicles up to SMART in Troy for needed repairs.
- Check email daily and communicate with supervisor via email
- Do a daily check of the vehicle they must drive for outings
- Make supervisor aware when a vehicle needs maintenance
- Must be able to write out an incident report as needed.
- Must be flexible and able to multitask as needed

JOB REQUIREMENTS:

- Must be a high school graduate or equivalent, and a minimum of 21 years of age.
- Would like them to have a valid Michigan CDL with a minimum of a Group C Designation and P endorsement.
- Have a valid Chauffer's License
- Will be scheduled for and can pass a DOT physical.
- Must have a current C.P.R. card.
- Must be able to lift 20 pounds
- Must be able to secure wheelchair tie downs x4 per wheelchair
- Must be able to manually operate a wheelchair lift when the power goes out in the bus
- Must be able to pass a background driving check, criminal check and Drug Test
- Will be put into the drug testing pool for random drug testing.

APPLY AT: City of Southfield, Parks & Recreation Department
26000 Evergreen Road, Southfield, MI 48076

Complete application package may be downloaded from the City's website at www.cityofsouthfield.com

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the Human Resources Department. The City of Southfield does not discriminate in its employment or any other programs or activities on the basis, of sex, race, color, age, height, weight, marital status, national origin, religion, arrest record, physical or mental disability, family status, sexual orientation, gender identity or any other protected category. We provide reasonable accommodation for qualified individuals with a disability if requested.

AN EQUAL OPPORTUNITY EMPLOYER M/F/V/H, DRUG FREE WORKPLACE



Individuals with special needs who may require assistance with the application process should contact the Human Resources Department at (248) 796-4700 (voice) or via email at hrrsupport@cityofsouthfield.com if auxiliary aids or services are needed. Reasonable notice is required.