

CITY OF LAWNSDALE

Presenting an exciting Part-Time employment opportunity

TRANSIT OPERATOR – PART TIME

OPEN: FEBRUARY 1, 2024
CLOSES: PLEASE APPLY IMMEDIATELY

ABOUT THE POSITION: Under direct supervision, this position provides delivery services and the safe transportation services of older adult and disabled passengers to and from various destinations for the City's community services programs. This position must work a flexible schedule, which may include weekdays, weekends, evenings, and holidays.

EXAMPLE OF DUTIES: Essential duties include, but are not limited to: interprets and understands street maps and local geography; determines and designs daily rides, routes and schedules and ensures safe vehicle operation; receives request for rides via telephone and voicemail; transports and delivers items in support of the department and meal delivery programs; conduct pre-trip/post-trip inspections of city vehicle for tire damage, leaks, cracked mirrors, onboard equipment, etc.; communicates with and assists passenger; maintains program records, vehicle mileage, and passenger information; operates an 18 passenger bus and wheel chair lift gate and accessory equipment; maintains vehicle, ensures vehicle is clean and maintained in safe working order; and perform other duties as assigned.

MINIMUM REQUIREMENTS: Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be graduation from high school or its equivalent AND one (1) year experience driving public transportation vehicles performing delivery work and transporting passengers is required. Possession of and maintain a valid California Class A or Class B Driver's License with passenger endorsement in good standing and medical certification is required. A Certificate of Automobile Insurance for Personal Liability and certification in CPR and First Aid is required upon hire.

Knowledge of: State of California Motor Vehicle Code and municipal traffic and parking ordinances and regulations; principal and practices of emergency and accident handling procedures; safe and defensive driving practices; general preventative maintenance, operation and handling of buses wheelchair lifts and safety restraints; road, vehicle, and driving laws and regulations; general public assessment of the City roles, responsibilities and commitment to its citizens safe operation of heavy motorized vehicles; principles and practices of personal computers and related software; and excellent customer service.

Ability to: Operate a vehicle safely and all para-transit equipment; understand street maps; operate GPS Navigation System; adhere to and keep track of daily schedule; determine the most efficient and safe route for transportation; maintain and follow boarding, riding, and departing safety procedures; explain program rules; maintain complete and accurate records; exercise appropriate judgement; communicate effectively orally and in writing; maintain cooperative relationships with older adults, children, residents and general public; work with sensitive populations in cooperative, patient, and professional manner; operate a PC and related software; maintain certifications and compliance with Department of Transportation random substance/alcohol testing and DMV; and work flexible work schedule. On a continuous basis sit, drive, bend, twist, stand, walk, climb; frequently use hands to fingers, feet, grasp, reach with arms; talk and hear; close vision and ability to adjust focus; occasionally bend, squat, stoop, kneel, push, pull, and lift up to 50 lbs.; subject to frequent interruptions, public contact and moderate noise level in the work environment.

SELECTION PROCEDURE: Applications are being accepted immediately and subject to close without notice. Please apply immediately by submitting an official City Employment Application AND a current original printout of driving record (H-6) from the Department of Motor Vehicle (DMV) to the City of Lawndale's Administrative Services/ Human Resources Department. All application materials, to include employment application, resume and DMV record will be screened and only the most qualified applicants, will be invited to participate in the selection process, which may include, but not limited to: application review and evaluation, interview, written and/or performance test. Prior to starting employment, all candidates will be required to pass a physical examination, which includes drug/alcohol testing, and a background investigation including fingerprinting. Candidates that require special accommodation due to a disability are encouraged to request accommodation prior to the closing date. Applications may be obtained from the City website at www.lawndalecity.org or by contacting the City of Lawndale at (310) 973-3200. **EOE.**



TRANSIT OPERATOR - PT
SALARY: \$23.59 - \$28.67 PER HOUR

CITY OF LAWNSDALE
14717 Burin Avenue
Lawndale, CA 90260
(310) 973-3200
www.lawndalecity.org

THANK YOU FOR EXPRESSING INTEREST IN OUR CITY! LAWNDALE, HEART OF THE SOUTH BAY!



ABOUT LAWNDALE

Lawndale is centrally located in the Centinela Valley of Los Angeles County, approximately fifteen miles southwest of downtown Los Angeles and five miles east of the Pacific Ocean. Lawndale is an urbanized area of predominately single -family homes, encompassing 1.9 square miles. The City enjoys a moderate climate with a yearly average temperature of approximately 68 degrees. The population is approximately 31,800.

The City of Lawndale was incorporated on December 28, 1959, as a general law city. The City has a council-manager form of government with an elected Mayor and four Councilmembers and a full-time appointed City Manager. The City is a contract city with police and fire services provided by Los Angeles County. There are about 60 full and part-time customer-oriented City staff to provide the remaining City services.

EMPLOYMENT PROCEDURES

An original City Employment Application and supplemental materials must be received by the Administrative Services/ Human Resources Department, 14717 Burin Avenue, Lawndale, California, 90260 by 6:00 p.m. on the closing date noted on the front side of this job flyer. Resumes are accepted but NOT in lieu of an official City Employment Application. **Incomplete, late or illegible applications will be disqualified and will not be accepted.**

Candidates should refer to Selection Procedures on the front of this flyer for the selection process. Candidates chosen to fill vacancies will be required to pass a physical examination (which may include a drug/alcohol test) and a background investigation (which includes fingerprinting). Candidates must be able to provide documentation which authorizes their legal right to work in the United States in compliance with the Immigration Reform and Control Act of 1986 upon hire.

Employees hired by the City on a part-time appointment are considered “at will” and may be discharged by the appointing authority at any time with or without notice or cause. All part-time employees serve at the pleasure of the City Manager and are not guaranteed any work hours or property rights in employment with the City.

The City of Lawndale is an Equal Opportunity Employer which does not discriminate against applicants based on their race, skin color, gender, religion, sexual orientation, or disability. Please notify the Human Resources Department prior to the final filing date should you require special accommodation in the testing process. All employees are designated disaster service workers in the event of an emergency or natural disaster that threatens the life, health and/or safety of the public. **NOTE: The City of Lawndale and its employees are required to comply with any state or County Public Health Orders. If the position for which you are applying is subject to any applicable State or County Order, you will receive notification of any subsequent requirements.**

Please read flyer thoroughly prior to completing employment application

POSITION	STEP				
	A	B	C	D	E
Transit Operator- PT	\$23.59/hour	\$24.28/hour	\$26.00/hour	\$27.30/hour	\$28.67/hour

PART-TIME EMPLOYEE BENEFITS (May not apply to all positions):

- **RETIREMENT**– Retirement benefits are provided by Nationwide Retirement Solutions; Employee paid 7.5 % per pay period. Each part-time employee becomes a member upon hire.
- **CREDIT UNION** – Members have access to loans and low interest rates, and good savings programs.
- **HOLIDAY PAY** – Part-Time employees received holiday pay for working on Thanksgiving and Independence Day.
- **OPERATING HOURS** – City Hall’s hours of operation are Monday through Thursday from 7:00 a.m. to 6:00 p.m. Community Services Department operates various hours and days, including evenings, weekdays, weekends, and holidays.