ATLANTIC COUNTY GOVERNMENT

JOB ANNOUNCEMENT

PLEASE POST

Posting Date: 11/10/16

Closing Date: 11/18/16

TITLE: Omnibus Operator, P/T

SALARY: $13.76/HR

Hours: 14 HRS/WK

DEPARTMENT: Human Services

Union _X_ Mgmt ___

LOCATION: Northfield

NJCSC Test Required: Yes ___ No _X_

Grant Funded: Yes _X_ No ___

Note: This is a Part-Time position, 14 hours/week.
This position requires a Class B Commercial Driver's License with Passenger endorsement.

DEFINITION

Under direction drives a motor vehicle with a passenger capacity of at least six persons for transporting people on assigned established routes or to special activities, events, or various destinations; may also clean, service, and make minor repairs to such vehicles; does other related duties as required.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

REQUIREMENTS:

LICENSE:

Appointee must possess a valid Commercial Driver's License (CDL) and applicable endorsements for the class and type of vehicle being operated.

NOTE: The responsibility for ensuring that employees possess the required motor vehicle license, commensurate with the class and type of vehicles they operate, rests with the appointing authority.

EXAMPLES OF WORK:

Drives motor vehicle and transports persons on established routes, on field or athletic trips, sightseeing tours, or to various destinations.

Checks, cleans, and performs minor servicing of vehicles.

Checks vehicles for operating safety and gas/oil/battery/water levels before departure.

Provides assistance to passengers onto and off vehicles.

Maintains discipline among persons.

May assist passengers in loading/unloading baggage/packages from vehicle.

Prepares reports and maintains log of vehicle operation.

May be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office or related units.

KNOWLEDGE AND ABILITIES:

Knowledge of the care, maintenance, and competent/safe/efficient operation of vehicles including cleaning, lubricating, servicing of batteries, care of tires, and minor repair procedures.

Knowledge of State Motor Vehicle regulations.

Ability to analyze problems involving the operation of vehicles.

Ability to understand, remember, and carry out oral and written directions.

Ability to perform tasks after explanations and/or demonstrations.

Ability to drive vehicles in a skilled/safe manner.

Ability to check, clean, service, and make minor and emergency repairs to vehicles.

Ability to keep records and files.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

Interested, qualified applicants should apply online at www.aclink.org
Alternatively, applications may be mailed to the
Atlantic County Division of Human Resources
1333 Atlantic Avenue, Atlantic City, NJ 08401
- We are an Equal Opportunity Employer -