

NOTICE OF VACANCY

Title: Passenger Bus Operator

Grade: CSEA pay grade 8

Salary: \$17,162 - \$20,472.50 (Annually Part-time)

Classification: Non-competitive

Distinguishing Features of the Class:

This position involves responsibility for the safe and efficient transportation of passengers. Direct supervision is received from the Transit Supervisor as to procedures and policies with leeway provided for independent judgment in dealing with emergency situations.

Typical Work Activities:

Operates a passenger bus on fixed routes; collects fares from transit passengers; distributes transfers when applicable; checks gas, oil, tires, etc. of bus before commencing route; provides oral information and distributes schedules regarding the transit system to the public; maintains records of ridership, vehicle operation, safety checks, etc.

Required Knowledge Skills and Abilities:

Good knowledge of driving safety practices, traffic laws and regulations; ability to operator a bus under difficult driving and road conditions; ability to understand and follow simple oral and written directions; mechanical aptitude; mental alertness; ability to get along well with others; courteous; dependability; satisfactory motor vehicle driving record; physical condition commensurate with the demands of the position.

Minimum Qualifications:

Possession of a valid New York State Class CDL C License with P (Passenger Transport) endorsement.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF EMPLOYMENT:

- Ability to Pass a D.O.T. pre-employment drug screen and physical.
- Ability to pass a skills test (road test).
- Ability to communicate effectively both orally and written.
- Ability to work independently and manage time effectively.
- Good interpersonal skills.
- Knowledgeable of D.O.T. regulations.
- Must be 21 years or older with a clean Driver's License at time of appointment and maintain a clean driver's license throughout employment.

Drug/Alcohol Testing of Applicants:

DOT Drug Testing Regulation requires testing of any applicant selected for this position prior to employment. The City is required to: (1) Conduct a pre-employment drug test; and (2) Receive from the Medical Review Officer a negative test result on the pre-employment drug test for a person prior to hiring or prior to using that person in a safety-sensitive position for the first time. This requirement also applies when a current employee is transferring from a non-safety sensitive position to a safety-sensitive job for the first time.

Drug/Alcohol Testing During Employment:

The City of Kingston strives to be a Drug Free Workplace, and the City seeks to provide a workplace free of controlled substances (illegal drugs and drugs that have medical uses but are highly addictive) and alcohol use by prohibiting the manufacture, sale, distribution, possession without prescription, and/or use of controlled substances and/or alcohol without a prescription in the workplace. To that end, the City has programs and policies relating to Reasonable Suspicion Drug & Alcohol Testing, Random Drug & Alcohol Testing of Drivers of City Vehicles and DOT Drug & Alcohol Testing for CDL Licensed Drivers.

Applications:

Applications must be received in the the Civil Service Office by Friday, August 5, 2016. Applications for this position may be obtained from the Civil Service Office in City Hall, Ground Floor, 420 Broadway, Kingston, NY 12401 or on our website at www.kingston-ny.gov under the Employment tab.

This posting is for filling a position permanently, based on passing a probationary period. Preference may be given to City of Kingston Employees. For more information about Civil Service employment call (845) 334-3921.

The City of Kingston is an Equal Opportunity/Affirmative Action Employer