



An Equal Opportunity Employer

# Employment Opportunities

12700 Norwalk Boulevard, P.O. Box 1030, Norwalk, California 90651-1030

(562) 929-5721 ♦ Job Hotline (562) 929-5771

E-mail: [humanresources@ci.norwalk.ca.us](mailto:humanresources@ci.norwalk.ca.us)

## "ON-CALL" COACH OPERATOR

(At-Will/Hourly)

**\$17.13 - \$20.83 Per Hour**

### **DEFINITION:**

Drives a bus to transport passengers over an assigned route. Positions in this classification will be required to work a variety of hours including odd hours, split shifts, evenings, weekends, overtime and holidays.

**LAST DATE TO APPLY: OPEN UNTIL FILLED**, Norwalk City Hall, Department of Human Resources, Room 9, 12700 Norwalk Blvd., Norwalk CA 90650. Employment application and supplemental questionnaire must be completed. Resumes will not be accepted in lieu of a completed City application. **Faxed materials or postmarks will not be accepted.** City Hall will be closed on alternate Fridays due to the 9/80 compressed work schedule.

### **BENEFITS:**

After completion of 3,000 hours of continuous service to the City, hourly employees will receive benefits in accordance with the Memorandum of Understanding.

### **EXAMPLES OF DUTIES:**

Duties may include, but are not limited to, the following:

Under general supervision, skillfully operates a transit bus, van or para-transit vehicle on regularly assigned schedules, routes and on special trips. Picks up and discharges passengers at bus stops; assists passengers as necessary; maintains continual, courteous and effective public relations. Maintains time schedule; collects fares and issues transfers; accounts for all fares; provides information about the schedules to the public; is alert to traffic hazards. Observes all safety and traffic regulations; keeps records of daily operations; prepares clear reports; reports condition of transit bus or van at the beginning and end of the shift; and performs related work as required.

### **QUALIFICATIONS GUIDELINES:**

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include graduation from high school or equivalent, and twelve (12) months experience, within the last three years, in the safe operation of a bus; and possession of a good driving record. Minimum age of 21 years.

**License Requirements:** A copy of the following documents must be presented at the time of applying:

- A valid California, Class A or B, driver's license, with Passenger Endorsement
- A current Department of Motor Vehicle (DMV) H-6 Activity print-out (obtained within the last 30 days)
- GPPV Certificate (General Public Para-transit Vehicle), SPAB (Student Pupil Activity Bus) or School Bus Driver's Certificate is desirable.

### **SPECIAL INFORMATION:**

Employment as an On-Call Coach Operator is contingent upon satisfactorily passing a complete California Department of Motor Vehicle Medical Examination and City of Norwalk Post-Offer Physical Examination which includes a drug screen to comply with the City of Norwalk's Drug Free Workplace policy. This position is subject to the Department of Transportation Drug and Alcohol Testing Regulations. A background check will be conducted. Ability to pass a visual acuity test and recognize colors of traffic signals and devices showing standard red, green, and amber.

### **SELECTION PROCESS:**

Applications are available through the Human Resources Department, Norwalk City Hall, 12700 Norwalk Blvd., Norwalk, CA 90650, or may be downloaded at [www.ci.norwalk.ca.us](http://www.ci.norwalk.ca.us). Completed applications must be returned by the time indicated on the last day to file. Following the closing date, application packets will be screened in relation to the criteria outlined in the job announcement. Candidates with qualifications that best relate to the position will be invited to participate in the selection process. **Possession of the minimum qualifications does not ensure continuing in the selection process.** The selection process will include an interview and other testing processes designed to predict successful job performance.

Reasonable accommodations for applicants with disabilities may be requested by calling the Human Resources Department at least three (3) business days in advance of the scheduled examination/interview date. City appointments are contingent upon successful completion of a post-offer medical examination, including drug screening to comply with our Drug Free Workplace policy, and a Live-Scan fingerprint check through the Department of Justice. The successful candidate will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act. The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

**The City of Norwalk, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in its employment actions, policies, procedures or practices**

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## **BENEFITS FOR HOURLY/AT-WILL EMPLOYEES**

**Terms of Employment:** All employees hired as *Part-Time/Hourly* are employed “at-will” throughout the term of their employment with the City. Consequently, the services of a Part-Time/Hourly employee can be discontinued at anytime without cause, regardless of the number of hours worked for the City by the employee.

**Union Membership:** Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee.

**Retirement:** Membership in the Public Agency Retirement System (PARS) is required. The employee pays the 7.5% retirement contribution.

**Credit Union:** The City is affiliated with the Los Angeles County F & A Federal Credit Union. Please check with the Department of Human Resources for details.

**Employee Assistance Program:** An Employee Assistance Program (EAP) is available to provide help to employees and members of their families who are experiencing personal problems. For more information contact the Department of Human Resources.

**Paid Holidays:** After 3,000 hours of employment, an hourly employee is entitled to six hours pay for specified holidays designated in the Memorandum of Understanding (MOU).

**Vacation Leave:** After 3,000 hours of employment, vacation leave is accumulated at the rate of .046 hours for each hour of straight time worked.

**Sick Leave:** After 3,000 hours of employment, sick leave is accumulated at the rate of .046 hours for each hour of straight time worked.

**Voluntary Insurance Plans:** Optional Short Term Disability, Hospitalization, Accident and Cancer insurance policies are available at the employee's cost.

**A Loyalty Oath:** A loyalty oath is required for each employee prior to actual employment.

**Legal United States Residency:** All applicants must be able to prove legal United States Residency.

**Veteran's Preference:** The City provides preference to military veterans under consideration for initial employment. To claim veteran's preference an applicant must submit their most recent DD214 form. An eligible veteran is one who has served in the United States armed forces and who has received an honorable discharge.

**Seniority Credits:** Current City employees in promotional, open, and open/promotional examinations for represented classifications may be allowed promotional seniority points provided the exam is otherwise successfully completed.