



City of South Bend

Vacancy Announcement

Post Date: Friday, March 27, 2015

Closing Date: Until Filled

211 DRIVER (PART TIME)

Category: Part-time

Department: Public Works/Bureau of Streets

Reports To: Manager of Streets/Superintendent V

Schedule: Friday and Saturday: 11:00 PM-7:00 AM (3rd shift); schedule may vary depending on departmental needs.

Pay Rate: \$11.47/hr. (Non-Exempt)

Position: **SUMMARY**

Receives and relays complaints, messages, and orders, using telephones and two-way radio. Operates one or more types of moderately heavy motor equipment, does related work as assigned. Works under the supervision of the Director, Division of Transportation, Bureau Manager, and Department Supervisors.

SUPERVISION EXERCISED

Not applicable.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Receives telephone calls, written requests, and radio messages.
- Relays, using a transmitter or an intercom system, all information received.
- Transmits directives to supervisors or foremen who are in the area or whose responsibility the message would become.
- Maintains radio contact until matter clarified.
- Maintains a written journal of all calls received and transmitted.
- Occasionally transmits messages in writing.
- Places and replaces all traffic control devices where traffic signals are malfunctioning or public street or utility work is taking place.
- Posts No Parking and removes postings where events are scheduled.
- Applies absorbents when needed and cleans up debris after accidents.
- Applies anti-icing materials in emergency situations to bridge decks and other areas during freezing conditions.
- Basic understanding of City jurisdiction and ability to read maps when unfamiliar with area.
- Removes dead animals from public right away as directed.
- Maintains the opening and closing of various City owned properties.

- Responds to various emergency calls from South Bend Police, Fire and Street Department Dispatchers.
- Checks and cleans all equipment used.
- Maintains daily reports.

NON-ESSENTIAL JOB FUNCTIONS

Assumes additional duties and responsibilities as assigned, knowledge of basic safety and traffic rules and regulations.

QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

- High school diploma or equivalent education required. No previous experience necessary.

KNOWLEDGE, SKILLS AND ABILITIES PREFERRED

- Ability to read and write.
- Ability to stay alert and to quickly dispatch emergency messages.
- Ability to express oneself clearly and to interpret others writing.
- Ability to comprehend coded and quickly delivered messages.
- Ability to take complaints from citizens and to be tactful when receiving those complaints and messages.
- Ability to determine direction and read maps to navigate throughout the City.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Chauffeurs or CDL license required.

EQUIPMENT

Two way radio, City issued cell phone, intercom system, shovels, rakes, brooms, or any other hand tools needed to complete assignment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, and to hear. The employee is occasionally required to walk, use hand to finger, handle, or feel objects, tools, or controls, and to reach with hands and arms. The employee must occasionally lift and/or move up to 90 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

Ability to work outdoors, sometimes in adverse weather conditions. This is a safety-sensitive position, subject to random testing for drugs and alcohol in accordance with City policy.

EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

TO APPLY

All applications for currently posted positions will be submitted online at www.southbendin.gov or at the City of South Bend Office of Human Resources, 227 W. Jefferson Blvd., 12th Floor, South Bend, IN 46601.

Pre-Employment Drug Screen Required