



ST. MARY'S COUNTY GOVERNMENT VACANCY ANNOUNCEMENT

POSITION: Bus Driver (Grant/Hourly)
\$14.52 hour (LIMITED FRINGE BENEFITS)*

DEPARTMENT: Public Works & Transportation

OPENING DATE: 10-25-17 **CLOSING DATE:** Open Until Filled

MINIMUM QUALIFICATIONS:

Education: High school diploma or G.E.D.

Note: Any equivalent combination of acceptable education and experience which has provided the knowledge, skills and abilities cited below may be considered.

ADDITIONAL REQUIREMENTS:

- ◆ Valid MD Commercial Driver's License with Passenger Endorsement;
- ◆ Hours: PRN;
- ◆ Available to work Monday – Friday 5:00 a.m. – 11:00 p.m. and Saturdays 5:00 a.m. – 11:00 p.m. and Sundays 5:00 a.m. – 8:00 p.m.
- ◆ Successful completion of DOT physical examination;
- ◆ Pass extensive background check with favorable results;
- ◆ Negative drug test result from pre-employment drug screen;
- ◆ Successful candidate must provide proof of eligibility to work in the United States prior to employment.

JOB SUMMARY: Provides transportation services for patrons to destinations on regular routes within the County.

DUTIES:

- ◆ Transports patrons to destinations on regular public transportation routes within the County;
- ◆ Maintains route records;
- ◆ Collects passenger fares and donations;
- ◆ Assists passengers load or disembark when necessary;
- ◆ May:
 - transport senior citizens and/or persons with disabilities to medical or day care centers and shopping centers;
 - maintain the vehicle;
 - train new drivers and attend in-service training;
- ◆ Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Ability to gain working knowledge of St. Mary's County Government policies and procedures;
- ◆ Ability to safely operate a bus or other assigned vehicle;
- ◆ Ability to effectively communicate with other staff and members of the public;
- ◆ Ability to keep accurate records;
- ◆ Knowledge of Maryland state traffic laws and St Mary's County roads;
- ◆ Basic math skills.

PHYSICAL AND ENVIRONMENTAL CONDITIONS:

Work demands occasional strenuous effort. May perform manual work involving walking over rough, uneven terrain, repeated bending, climbing, crouching, stooping, stretching, reaching or, handling moderately heavy equipment or materials from 30 to 60 pounds. Must also have the physical ability to push/pull, squat, twist and turn and have the ability to evacuate people from the bus in the event of dangerous conditions and be able to sit for long periods of times.

Work involves risks or discomforts which require special safety precautions, e.g., working around moving parts, or machines, and/or avoidance of trips and falls, observance of traffic signals, and/or working in moderate to adverse outdoor weather conditions.

COMPENSATION/BENEFITS:

Hiring Salary: \$14.52 per hour.

FLSA: Non-Exempt

***Under the Affordable Care Act/ACA, hourly employees who average at least 30 hours of service per week over a 12-month measurement period are eligible for health insurance benefits.**

SELECTION PROCEDURE: Applications will be screened for those who meet job requirements and have related experience. Selected applicants will be invited for an interview.

TO APPLY: A 2008 ST. MARY'S COUNTY GOVERNMENT APPLICATION IS REQUIRED. ALL PRIOR VERSIONS OF THE APPLICATION ARE OBSOLETE.

Applications are available at: Governmental Center, Potomac Building
Department of Human Resources, 3rd Floor
23115 Leonard Hall Drive, Leonardtown, MD 20650
Phone: 301-475-4200 extension: *1100 Fax: 301-475-4082

Must Press * Before the Extension

Jobs Line: 301-475-4200 extension: *1109

Email: smchr@stmarysmd.com

Website: www.stmarysmd.com

ACCESSIBILITY NOTICE: If you need a reasonable accommodation for any part of the employment process due to a physical or mental disability, please contact the ADA Coordinator:

amber.hebert@stmarysmd.com or (301) 475-4200, Extension: *1110.

APPLY NOW - <http://www.stmarysmd.com/hro/application/HRAApplication.asp>