



Employment Opportunities

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

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COACH OPERATOR TRAINEE

(Bus Driver Trainee)

(At-Will/Hourly)

\$13.00 per hour

DEFINITION

Under supervision, learns to drive a bus in a safe manner to transport passengers over an assigned route. Upon successful completion of a six to eight week paid training program, trainees will be eligible for hire as an at-will/part-time On-Call Coach Operator (\$19.10 - \$23.22 per hour).

NOTE

The classroom training will be 30 hours per week, hours may vary. The behind-the-wheel training may be conducted Monday through Sunday at various times. This position will require working odd hours and weekends. Training hours are subject to change.

LAST DATE TO APPLY

Thursday, July 27, 2017, 6:00 p.m., Applications will be accepted at 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.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following: Learn to complete pre-trip safety inspection of exterior of bus; check the engine compartment for condition of belts, hoses, wiring and fluid levels, etc.; condition of tires, tread, wheel walls, etc.; conduct an interior safety inspection, checking the driver's compartment for condition of controls such as steering wheel, accelerator and brake pedals, gauges, horn, wipers, lights, mirrors, etc.; to conduct air brake system tests, wheelchair lift operation, emergency equipment conditions, seats, securements, etc.; complete the necessary inspection forms as required by law; to drive a bus over assigned routes in accordance with a time schedule; to collect and record fares and issue transfers; to prepare various reports related to accidents, lost articles, ridership, etc.; to operate a two-way mobile bus radio in accordance with established operating rules and procedures. Performs other duties as assigned.

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, experience in dealing with the general public and a good driving record. Minimum age of 21 years. Ability to speak Spanish is desirable. Possession of or ability to obtain a Class A, B or C California driver's license at the time of appointment and a satisfactory driving record. Ability to obtain a Class B Commercial (CDL) Permit with Air Brake and Passenger Endorsement during the training period. Pass DMV drive test and pre-trip inspection and/or CHP drive test and pre-trip inspection. A current Department of Motor Vehicle (DMV) H-6 Activity print-out (obtained within the last 30 days) must be presented at the time of application.

SPECIAL INFORMATION

Employment as a Coach Operator Trainee 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

Application and supplemental questionnaire are available through the Department of Human Resources, Norwalk City Hall, 12700 Norwalk Blvd., Norwalk, CA 90650, and/or may be downloaded at www.norwalk.org. Completed applications must be returned with supplemental questionnaire 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 Department of Human Resources 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.

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: Beginning on the 30th day of employment with the City, employee will accrue sick leave at the rate of .033 hours for each hour of straight time worked. No sick leave shall be taken until the 90th day of employment. After 3,000 hours of employment, sick leave is accumulated at the rate of .046 hours for each hour of straight time worked.

Medical Plan: Eligibility for medical coverage is determined using the Affordable Care Act guidelines. Employees may also qualify after 3,000 hours of employment.

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

Deferred Compensation: Two optional plans are available at 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.