



Employment Opportunities

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

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

E-mail: humanresources@norwalkca.gov

ON-CALL COACH OPERATOR

(At-Will/Hourly)

\$19.10 - \$23.22 per hour

DEFINITION

Under supervision, operates buses on an assigned fixed route while boarding and discharging passengers at designated bus stops on a strict schedule. In a public transportation setting maintains a safe and orderly environment while providing a high level of customer service. This position requires working various hours, split shifts, evenings, weekends, overtime and holidays.

LAST DATE TO APPLY

Thursday, July 27, 2017, 6:00 p.m. Norwalk City Hall, Department of Human Resources, Room 9, 12700 Norwalk Boulevard, 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: Under general supervision, skillfully operates a transit bus on regularly assigned schedules, routes and special trips. Picks up and discharges passengers at bus stops; assists passengers as necessary; maintains continual, courteous and effective public relations. Responsible for safety of all passengers while boarding, riding, and departing from the bus. Completes pre-trip safety inspection of exterior and interior of bus, completes necessary inspection forms as required. Operates bus over an assigned fixed route in accordance with time schedule. Collects and records fares and issues transfers; provides routine information to the public regarding bus routes and schedules. Prepares reports of ridership and accidents. Operates two-way mobile bus radio in accordance with established operating rules and procedures. Performs other duties as assigned.

QUALIFICATIONS AND GUIDELINES

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include high school graduation or equivalent, and twelve (12) months experience, within the last three years, in the safe operation of a bus; good driving record. Must be at least 21 years of age by filing deadline. Ability to speak Spanish is desirable.

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 last 30 days prior to filing deadline)

Knowledge of: Federal and State laws as they relate to Commercial Drivers; state and local traffic laws and speed limits; provisions of the California Motor Vehicle code; safe driving practices, bus equipment, such as air brake system, and features of the bus. Emergency and accident handling procedures, fare policies, working with the public and understands/applies ADA guidelines. Ability to: prepare accurate reports and meet the public in situations requiring diplomacy and tact; work independently; follow oral and written instructions; communicate effectively; establish and maintain cooperative working relationships.

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 Department of Human Resources, Norwalk City Hall, 12700 Norwalk Boulevard, Norwalk, CA 90650, and/or may be downloaded at www.norwalk.org. 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 and experience 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 recruitment process. The selection process may include an oral 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.

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.

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.