



# CITY OF GARDENA

Drive your career forward **with GTrans.**

**NOW HIRING**

## **Relief Bus Operators**

**NO EXPERIENCE REQUIRED!**

*(Bus Driving)*

**GREAT PAY AND BENEFITS!**

### **How to Apply?**

**Apply in person or by mail here:**

**Gardena City Hall**

**1700 W. 162nd Street, Gardena, CA 90247**

**Print an employment application and obtain a complete job  
bulletin from here:**

**[www.cityofgardena.org](http://www.cityofgardena.org)**

**Must provide an H-6 printout of driving record (from the DMV) at the time of  
application.**

**Application Deadline: Monday, January 15, 2018 @ 5:00 p.m.**



# CITY OF GARDENA

## CAREER EMPLOYMENT OPPORTUNITY

### RELIEF BUS OPERATOR (PART-TIME/AT-WILL)

#### (OPEN/COMPETITIVE)

TRAINING	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
\$12.59	\$16.94	\$17.79	\$18.68	\$19.62	\$20.60	\$21.63

**Filing Deadline: Monday, January 15, 2018 @ 5:00 p.m.**

**Salary:** The salary range is based on a 6 step merit system with new employees hired at the first step with progression to the second step upon successful completion of 500 hours and six (6) months of service, with an annual review thereafter. Cost of Living Adjustment (COLA) is negotiated with the representative labor group and is separate from merit steps.

**Vacation:** 4 hours per month if the total hours worked is equal to or exceeds sixty (60) hours for each pay period in the month.

**Sick Leave:** 4 hours per month if the total hours worked is equal to or exceeds sixty (60) hours for each pay period in the month.

**Retirement:** The City participates in the Public Employees Retirement System and the employee currently pays an employee contribution of 7% towards retirement (2% @ 55), no Social Security. New hires not already members of CalPERS will be enrolled according to PEPR2013 (2% @ 62) with a 6.75% employee contribution.

**Credit Union:** Savings and loans services are available through the South Bay Credit Union.

#### **THE POSITION**

Under general supervision, safely operates a transit bus on an assigned route according to a regular schedule; maintains schedule of routes; picks up and discharges passengers; collects fares; gives transfers and directions. This position is part-time, at-will and will be scheduled to work any time between 3:40 a.m. to 10:00 p.m., seven (7) days a week, including weekends and holidays. Paid training will be provided in order to prepare for the DMV driving examination.

#### **ESSENTIAL DUTIES**

- Picks up and discharges passengers at designated points;
- Collects fares and issues, collects and punches transfers;
- Drives a bus on an assigned route; maintains time schedule of route;
- Responsible for the safety of passengers;
- Gives and provides directions and other information to passengers;
- Receives and transmits two-way radio messages to dispatcher; reports on any mechanical deficiencies in buses or equipment;
- Prepares reports of any accidents or incidents involving passengers;
- Assists passengers on and off buses; operates wheelchair lift and properly secures wheelchairs and scooters;
- Maintains order on buses while providing exceptional customer service to the public/passengers;
- Works independently with minimal supervision and does related work as required.

**EDUCATION AND EXPERIENCE:** High school diploma or equivalent G.E.D. Certificate **AND** six (6) months' work experience involving customer service or public contact **AND** five (5) years driving experience in California or another state. Must not have any commercial driving experience to be considered. Three (3) years prior to closing date and up to the date of hire, must not have any employment terminations for cause.

**LICENSE:** Must have and maintain, at the time of application, a valid California Drivers License or equivalent. Must provide, at time of application, a current (within 30 days) H-6 printout of driving record, obtainable from the Department of Motor Vehicles. Must have no more than one (1) moving violation, zero (0) points over the last three (3) years and zero (0) license suspensions or license revocations over the past 15 years. If a traffic accident is reported on your H6 printout that was not your fault, you must attach acceptable proof (No Fault Letter) to your application for further consideration. Must not have any convictions, administrative suspensions or revocations of your driver's license for driving under the influence of alcohol or drugs. Must possess a Class B Instruction Permit with "P" (passenger) endorsement and no air brake restrictions prior to start of training. Once employed, Relief Bus Operators must possess and maintain a valid California Driver's License Class A or B with "P" (passenger) endorsement and no air brake restrictions.

### The Gardena Community:

Located just 13 miles south of metropolitan Los Angeles in the South Bay area of Los Angeles County, Gardena is strategically located near the intersection of the Harbor (110), San Diego (405) and Gardena (91) Freeways. Gardena is a General Law City, incorporated in 1930, and operates under the Council-Manager form of government with a Mayor and four City Council Members elected at large. The City Clerk and City Treasurer are also elected. Gardena encompasses 5.95 square miles with an ethnically diverse population of approximately 62,000. Gardena, the "All-America City," is a mixed residential and business community with City government that prides itself in providing a full range of quality services to the community, including a municipal bus line.

### Immigration Reform & Control Act of 1986:

In compliance, all new employees are required to provide documentation verifying identity and entitlement to work in the United States.

Provisions of this bulletin do NOT constitute an expressed or implied contract.

Any provisions contained in this bulletin may be modified or revoked without notice.

Membership in the Gardena Municipal Employees Association (GMEA) is mandatory.

### KNOWLEDGE, ABILITIES AND SKILLS

Must have knowledge of laws and procedures for the safe operation of a motor vehicle, and the ability to operate a motor vehicle in a safe manner. Able to read and understand maps and schedules. Able to read, understand and follow rules and regulations, vehicle operating procedures, vehicle laws, and written and oral instructions given in English. Able to read and write clearly in English and prepare accident and incident reports in English. Able to maintain simple records and make basic math calculations. Able to operate a wheelchair ramp and assist passengers with disabilities. Able to maintain effective working relationships with the public and fellow employees. Able to handle confrontational passengers effectively. Ability to be punctual. Good attendance required.

### PHYSICAL DEMANDS AND WORKING CONDITIONS

This position is performed within bus or transportation buildings and occasionally outdoors and is infrequently exposed to extremes in temperature, humidity or wetness, gas and fumes, dust and wind; continuous use of foot controls in repetitive foot movements and continuously exposed to vibration. Work involves long periods of time sitting, bending (neck), extension (up and down), squatting, climbing, stooping, twisting (neck & waist), and reaching at or below shoulder level. Extensive eye-hand coordination is required. Hand movements include fine manipulation, simple and power grasping, driving, steering, pushing and pulling. Foot movements include using floor pedals for accelerating, braking, activating signals, bending, walking and climbing bus steps. Must have vision at or correctable to 20/40, depth perception, distance vision, peripheral vision and able to distinguish the colors red, green and yellow. Possess hearing in both ears allowing the perception of a whispered voice at five feet away. On occasion, may be required to lift up to 30 pounds.

### SPECIAL CONDITIONS

This position is designated as "safety-sensitive". Relief Bus Operators are subject to the rules and regulations of the Federal Transit Administration, the Department of Motor Vehicles, and other regulatory agencies. Candidates must be able to pass a job-related/medical exam, which includes drug and alcohol testing. Employment is subject to background checks and verifications. Operators must also submit to random drug and alcohol testing.

### FILING, SELECTION & TESTING PROCESS

To apply, submit an original City of Gardena Employment Application to the Human Resources Office; address listed below. Applications submitted to any other office will be rejected unless otherwise directed. Incomplete or illegible applications will be rejected. No copies, FAX or email copies. We do not make copies of applications, DMV printouts or certifications. Please come prepared with all applicable materials for submission. Postmarks are not accepted. All applications will be reviewed and only those that demonstrate the best combination of qualifications and experience in relation to the requirements of the position will be invited to participate in the examination process.

The examination may consist of a written exam, skill or practice test, and an oral interview. The examination process may be changed as deemed necessary by the City Human Resources Officer.

### AN EQUAL OPPORTUNITY EMPLOYER

The City of Gardena does not discriminate on the basis of race, religion, color, national origin, ancestry, disability, marital status, age, sex or sexual orientation. The City of Gardena maintains and enforces a zero-tolerance policy relating to substance abuse and maintains a smoke-free workplace.

**SUBMIT APPLICATIONS TO: CITY OF GARDENA HUMAN RESOURCES OFFICE**

**1700 W. 162ND STREET, GARDENA, CA 90247**

**Human Resources Office: (310) 217-9688**

**[www.cityofgardena.org](http://www.cityofgardena.org)**

**24 HR Job Hotline: (310) 217-9515**



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