



CITY OF PAWTUCKET

CITY HALL
137 ROOSEVELT AVENUE
PAWTUCKET, RHODE ISLAND 02860

DIVISION OF PERSONNEL

DONALD R. GREBIEN
MAYOR

DON ZIMMERMAN
DIRECTOR OF HUMAN RESOURCES

JOB POSTING NOTICE

The City of Pawtucket is posting the following vacancy:

#	DEPT.	DIVISION	JOB TITLE	PAYGRADE SALARY RANGE
1	Planning & Redevelopment	Senior Center	Temporary Senior Shuttle Driver (as needed)	H14- \$14.75/hr.

Minimum Requirements:

Copy of the following is required upon application:

- **Valid RI CDL Drivers' License with Passenger Endorsement;**
- **High School Diploma/GED Certificate;**
- **Copy of driving record from DMV**

Candidates must meet minimum qualifications as stated above.

This position is responsible for driving a lift-equipped 14 – 18 passenger mid-sized shuttle bus to transport older adults and handicapped citizens from their residence to the Leon Mathieu Senior Center, to a variety of essential errands (ie: banking, pharmacy, supermarket, hairdresser/ barber,) as well as on a variety of specialty trips to department stores and cultural and life-long learning locations.

Candidate should have background in how to assist and transport frail individuals. Candidate should be able to lift 10 – 12 lb. shopping bags.

This position, which is generally limited to an average of 25 – 30 days per year, provides coverage in the absence of the regular full time driver(s).

In order to apply for this position, you must complete a City of Pawtucket Employment Application, which can be found at www.pawtucketri.com under employment opportunities. Please email your completed application and supporting documentation to claird@pawtucketri.com.

Application Period: March 6, 2017 – Until filled.

The City of Pawtucket is an Equal Opportunity Employer and fully complies with the American with Disabilities Act.



CITY OF PAWTUCKET

Job Description

Job Title: SENIOR SHUTTLE DRIVER
Department: SENIOR SERVICES
Reports To: SENIOR CENTER DIRECTOR
Pay Grade:
Prepared By:
Prepared Date:
Approved By:
Approved Date:

SUMMARY

This position is responsible for driving a lift-equipped 14 – 18 passenger mid-sized shuttle bus to transport older adults and handicapped citizens from their residence to the Leon Mathieu Senior Center, to a variety of essential errands (i.e.: banking, pharmacy, supermarket, hairdresser/ barber,) as well as on a variety of specialty trips to department stores and cultural and life-long learning locations.

Candidate should have background in how to assist and transport frail individuals. Candidate must be able to lift 10 – 12 lb. shopping bags. This position is a full time position at 35 hours per week.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties include proper operation of the Senior Van and to ensure the safety of each passenger while riding on the van. The driver should also inform the Director of when service is due on the vehicle and report any malfunctions to schedule service with the DPW Garage.

QUALIFICATIONS

- High School Diploma/GED Certificate
- Valid RI CDL Driver's License with Passenger Endorsement
- Clean driving record from DMV
- Knowledge of Pawtucket streets preferred
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EDUCATION and/or EXPERIENCE

High School Diploma/GED Certificate
Experience operating a passenger bus or shuttle vehicle preferred

CERTIFICATES, LICENSES, REGISTRATIONS

Valid RI CDL driver's license with passenger endorsement and clean driving record from DMV,

PHYSICAL DEMANDS

Candidate must be able to lift 10 – 12 lbs.

WORK ENVIRONMENT

The work environment includes working inside and outside of the Senior Center facility. While performing the duties of this job, the employee is exposed to outside weather conditions.