



TOWN OF MANCHESTER



POSITION AVAILABLE

BUS DRIVER – SENIOR CENTER Substitute

**Hours on an as-needed basis
\$15.00/hour - No Benefits**

CLOSING DATE: Friday, May 4, 2018

(Applications must be received in the Human Resources Department by 4:30 p.m.)

SUMMARY OF POSITION: Under direction of Senior Center Director or designee, drives 16 or 23 passenger vehicle to pick up and deliver seniors to the Senior Center, shopping sites, and to other events or activities as assigned. Substitute driver, to fill in as needed.

DESIRABLE KNOWLEDGE AND SKILLS: Ability to understand and carry out simple one or two-step oral or written instructions. Ability to relate positively to senior citizens. Ability to establish and maintain effective working relationships with senior citizens, staff and the public. Ability to occasionally work in poor weather conditions.

REQUIREMENTS: Graduation from high school or equivalent. Must possess Commercial Driver's License with passenger endorsement with a minimum of one-year experience driving a passenger bus. Experience with wheelchair lifts.

All applications will be evaluated for skills and experience. Interviews will be held with the most qualified applicants based on this evaluation.

Applications and job description are available in the Human Resources Department, 41 Center, Street, P.O. Box 191, Manchester, CT 06045-0191 or visit our website at: <http://hrd1.townofmanchester.org/index.cfm/employment-opportunities/>. Applications must be received in the Human Resources Department by 4:30 p.m. Friday, May 4, 2018 or must be postmarked by Friday, May 4, 2018. The Town reserves the right to limit the number of applications it accepts. No faxed or e-mailed resumes and/or applications will be accepted.

The Town of Manchester shall not discriminate on the basis of race, color, creed, age, sex, national origin, physical disability or sexual orientation. The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.

The above posting is intended as a guide for personnel actions and must not be taken as a complete description of the position or the process.