



TOWN OF WESTBOROUGH MASSACHUSETTS

ASSISTANT TOWN MANAGER
Kimberly Foster

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EMPLOYMENT OPPORTUNITY **SUBSTITUTE MINI BUS DRIVER** **WESTBOROUGH SENIOR CENTER**

The Town of Westborough seeks applications from qualified individuals for the Substitute Mini-Bus Driver for the Westborough Senior Center. This position plays a crucial role at the Senior Center, transporting Westborough's seniors to a variety of local destinations.

Applicants must possess a high school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience. Candidates possessing a Commercial Driver's License with passenger endorsement will be given preference; candidates who do not possess a CDL will be considered, but must obtain a CDL within one year of hire as a condition of employment. Requires the ability to pass a DOT physical and the position is subject to drug and alcohol testing. Must be CPR, AED and First Aid certified or must obtain certifications within the first year of employment.

A full job description is available on Town website. Starting rate of \$21.03 per hour. Interested persons should submit a resume and application to Kimberly Foster, Assistant Town Manager, 34 West Main Street, Westborough, MA 01581 or to jobs@town.westborough.ma.us. Position open until filled.

The Town of Westborough is an equal opportunity employer and recruits and hires qualified candidates without regard to race, religion, sex, sexual orientation, gender identity, age, national origin, ancestry, citizenship, disability, veteran status, or any other protected status. The Town of Westborough seeks a workforce that reflects the diversity of its community and all are encouraged to apply.



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Job Title: Mini-Bus Driver	Reports To: Executive Director
Department: Council on Aging	Job Code: H-1
Location: Senior Center, 4 Rogers Road	Hours per week: 19
Revised:	FLSA Status: Non-Exempt

SUMMARY: Drives mini-bus to safely transport Westborough senior citizens on a pre-arranged schedule by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Follows established schedule for pick-up and drop-off of passengers.

Ensures passengers who are being transported to appointments arrive on time.

Keeps accurate records of trips including but not limited to number of passengers and mileage.

Maintains vehicle by keeping it clean, gas tanks full and reporting any maintenance issues to the Department of Public Works.

Checks in with Senior Center office regularly for updates to schedule.

Assists frail elderly on and off bus with their bundles.

Supervisory Responsibilities: This job has no supervisory responsibilities.

Education and/or Experience: High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Certificates, Licenses, Registrations: Must have a valid Massachusetts Drivers License with good driving record. Must have a CDL with passenger endorsement or willingness to obtain it within the first year of employment. Must be CPR, AED and First Aid certified or must obtain certifications within the first year of employment.

Other Skills and Abilities: Ability to operate two way communication systems and hydraulic lift equipment. Skilled in working with elderly.

Other Qualifications: Must pass CORI check.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to moving mechanical parts. The employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Prepared By: Alma DeManche, Executive Director	Date: 12/5/2011
Approved by Personnel Board	Date: 6/13/2012
Recommended by Town Manager	Date: 7/17/2012
Approved by Board of Selectmen	Date: 3/12/2013