

EMPLOYMENT



OPPORTUNITY

DRIVER #1893
CASUAL POSITION
OPEN UNTIL FILLED (Opened 07-23-08)
Salary \$9.73 to \$14.60 per hour

THE POSITION

The City of Redwood City is looking for people interested in working on an on-call basis providing transportation for seniors attending functions at the Veterans Memorial Senior Center plus working with staff on any programmatic needs assistance. Hours will vary based on Center needs and will not exceed 18 hours per week.

This is a non-benefited casual position. A casual employee may not work more than 1000 hours per fiscal year.

Typical duties may include, but are not limited to, the following: Act as driver to transport seniors with a City furnished vehicle to and from the Veterans Memorial Senior Center; assist passengers in and out of City vehicle and escort disabled passengers door-to-door as necessary; report to supervisor orally and in writing on activities, groups or individuals, and plans or problems; follow State and Federal driving regulations at all times; keep daily log of participants by name and number of trips as well as miles driven in the vehicle; establish route to be taken based on driving request; keep the City vehicle gassed up and monitor City vehicle for servicing needs; issue, receive and oversee the use of equipment and materials; and perform related work as required.

MINIMUM QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education & Experience

Education equivalent to completion of the twelfth grade. Must be at least 18 years of age. Some experience working with seniors and driving a passenger van is desirable but not required. Must possess an appropriate valid California Drivers License and have a satisfactory driving record.

Knowledge of:

- City of Redwood City streets and appropriate routes to and from various locations.
- State and Federal driving regulations.

Ability to:

- Repeatedly bend and stoop, and lift portable step for van passengers.
- Climb and descend multiple flights of stairs on a daily basis.
- Use a computer.
- Communicate clearly and concisely, and work effectively in a team environment.
- Maintain confidentiality.
- Follow State and Federal driving regulations at all times.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Must be physically capable of performing the essential job functions of this classification.

APPLICATION PROCESS

Applications may be obtained in one of the following ways:

1. Visit our web site @ www.redwoodcity.org
2. Call our 24-hour Job Hotline at (650) 780-7292.
3. Visit the City of Redwood City Department of Human Resources (Monday-Friday, 8am to 5pm), at 1017 Middlefield Road, Redwood City, California 94063.
4. Visit the City of Redwood City Veterans Memorial Senior Center at 1455 Madison Avenue, Redwood City, California, (Monday-Friday 8am to 5pm).

Candidates with a disability who may require special assistance in any phase of the application or selection process should advise the Department of Human Resources upon submittal of application.

SELECTION PROCESS

All applications will be reviewed for neatness, accuracy, completion, relevant education, experience, training and other job related qualifications. The most appropriately qualified applicants will be asked to participate in the testing process which will consist of an interview with Veterans Memorial Senior Center management staff. The Immigration Act of 1986 requires proof of identity and eligibility for employment at date of hire.

The City of Redwood City is proud to be an Equal Opportunity Employer!

BENEFITS

Casual positions do not receive benefits.

CITY VALUES

We are an exceptional organization and a leader in the Bay Area. The values that guide us are:

- **EXCELLENCE:** Passion to do our best in each moment.
- **INTEGRITY:** Do the right thing, not the easy thing.
- **SERVICE:** We care and it makes a difference.
- **CREATIVITY:** Freedom to imagine and courage to act.

THE CITY OF REDWOOD CITY IS A GREAT PLACE TO WORK!

Note: The provisions of this bulletin do not constitute an expressed or implied contract and any provisions contained in this bulletin may be modified or revoked without notice.