



# Township of Lakewood

MUNICIPAL BUILDING  
231 THIRD STREET  
LAKEWOOD, NEW JERSEY 08701  
732-364-2500 • FAX: 732-994-4568



**DEPARTMENT OF HUMAN RESOURCES**  
*Patricia A. Komsa*

**TO:** To All Interested Parties

**FROM:** Patricia Komsa, Director of Human Resources

**DATE:** February 9, 2018

**RE:** **VACANCIES IN THE DEPARTMENT OF PUBLIC WORKS – OMNIBUS OPERATOR**

There are vacancies for the job title of Omnibus Operator for the Township of Lakewood Department of Public Works. The starting salary for this position is \$22.27 per hour. Full and part-time positions available. Applicant must possess a valid Commercial Driver's License (CDL) and applicable endorsements. Ability to work days, evenings, weekends and overtime as needed.

Job Specifications is attached.

Anyone interested must submit an application by **Friday, February 28, 2018** to:

Patricia Komsa, Director of Human Resources  
[pkomsa@lakewoodnj.gov](mailto:pkomsa@lakewoodnj.gov)  
or mailed to 231 Third Street, Lakewood, New Jersey 08701

The Township of Lakewood is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity and sexual orientation, national origin, disability status, protected veteran status, or any other characteristic protected by law.



You are reading the State of New Jersey Job Descriptions. This is **not** a Job Vacancy Announcement.

## Job Specification

### OMNIBUS OPERATOR

#### DEFINITION

Under direction drives a motor vehicle with a passenger capacity of at least six persons for transporting people on assigned established routes or to special activities, events, or various destinations; may also clean, service, and make minor repairs to such vehicles; does other related duties as required.

**NOTE:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

#### EXAMPLES OF WORK:

Drives motor vehicle and transports persons on established routes, on field or athletic trips, sightseeing tours, or to various destinations.

Checks, cleans, and performs minor servicing of vehicles.

Checks vehicles for operating safety and gas/oil/battery/water levels before departure.

Provides assistance to passengers onto and off vehicles.

Maintains discipline among persons.

May assist passengers in loading/unloading baggage/packages from vehicle.

Prepares reports and maintains log of vehicle operation.

May be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office or related units.

#### REQUIREMENTS:

##### LICENSE:

Appointee must possess a valid Commercial Driver's License (CDL) and applicable endorsements for the class and type of vehicle being operated.

**NOTE:** The responsibility for ensuring that employees possess the required motor vehicle license, commensurate with the class and type of vehicles they operate, rests with the appointing authority.

#### KNOWLEDGE AND ABILITIES:

Knowledge of the care, maintenance, and competent/safe/efficient operation of vehicles including cleaning, lubricating, servicing of batteries, care of tires, and minor repair procedures.

Knowledge of State Motor Vehicle regulations.

Ability to analyze problems involving the operation of vehicles.

Ability to understand, remember, and carry out oral and written directions.

Ability to perform tasks after explanations and/or demonstrations.

Ability to drive vehicles in a skilled/safe manner.

Ability to check, clean, service, and make minor and emergency repairs to vehicles.

Ability to keep records and files.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

**This job specification is applicable to the following title code:**

| <b>Job Spec Code</b> | <b>Variant</b> | <b>State, Local or Common</b> | <b>Class of Service</b> | <b>Work Week</b> | <b>State Class Code</b> | <b>Local Class Code</b> | <b>Salary Range</b> | <b>Note</b> |
|----------------------|----------------|-------------------------------|-------------------------|------------------|-------------------------|-------------------------|---------------------|-------------|
| 05594                |                | L                             | N                       |                  | N/A                     | 02                      |                     | -           |

This job specification is for **local** government use only.  
Salary range is only applicable to state government.  
Local salaries are established by individual local jurisdictions.

12/11/1993

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