



Township of Lakewood Employment Opportunity

Omnibus Operator

The Township of Lakewood is seeking a full-time Omnibus Operator for its Department of Public Works.

Description:

Drives motor vehicle and transports persons on established routes, trips, tours, or to various destinations. A full civil service job description is attached.

Requirements:

Appointee must possess a valid Commercial Driver's License (CDL).

Salary Range: \$23.17 to \$31.21 per hour

Position: Full time

Benefits: Full health benefits including dental, vacation, sick time, yearly holidays and pension plan.

To apply: Please complete the "Laborer w/CDL & Omnibus Drive Application" found at <https://www.lakewoodnj.gov/department/hr>. Please mail or email completed application with "Omnibus Operator" in the subject line no later than November 1, 2020 to the attention of:

Director of Human Resources
Township of Lakewood
231 Third Street
Lakewood, New Jersey 08701
hr@lakewoodnj.gov

Posted: October 20, 2020

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.



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:

Job Spec Code	Variant	State, Local or Common	Class of Service	Work Week	State Class Code	Local Class Code	Salary Range	Note
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.