



Shuttle Driver, Substitute (Part-time) Public Works Department

\$12.00/hour

Posting Date
January 19, 2018

Closing Date
Open Until Filled

*“We believe a strong community embraces diversity, promotes innovation, and encourages collaboration.
We strive to lead by example within the region.
We do this because we want everyone to choose Troy as their community for life.
We believe in doing government the best”*

The [Big Beaver Trolley](#) is the latest project realized for the Move Across Troy initiative, connecting the amenities on Big Beaver Road for Troy residents and visitors.

HOURS

Part time, year-round. Monday – Saturday; 3:00 PM – 11:30 PM. Flexible availability preferred.

DUTIES

Drive a courtesy shuttle while providing safe and timely shuttle service. Personally welcome riders boarding the vehicle, effectively communicate stops and safety information, and answer questions in a friendly manner. Provide appropriate local information, distribute maps or handouts as required. Deliver excellent customer service to riders.

Conduct pre-shift and post-shift vehicle inspection, including refueling as needed. Perform vehicle inspections as needed to ensure rider satisfaction and safety. Keep vehicle tidy at all times. Report all vehicle damage/defects and preventative maintenance needs or other issues to supervisor.

Perform other related duties as required.

REQUIREMENTS

- Must be a high school graduate or GED equivalent.
- Must have a **valid Michigan chauffer license** with a good driving record (based on City of Troy driving standards).
- **Must possess (or be able to obtain prior to first day of employment) a Medical Card** as required by the State of Michigan/Michigan Department of Transportation in order to operate a vehicle with gross vehicle weight rating of 10,001 or more.
- Must be able to sit and drive for up to 4 hours continuously, with regular exposure to traffic, noise, vehicle fumes, extreme temperatures and outdoor conditions.
- As a condition of employment, the successful candidate must pass a background check and pre-employment physical.
- Employees may be subject to random drug and alcohol testing.

PREFERENCES

- Previous work or volunteer experience in the transportation or related field.
- Previous customer service experience.
- Applicants with an energetic, outgoing personality and a demonstrated enthusiasm for the City of Troy.

APPLY

Applications are available at www.troymi.gov/jobopenings and can be sent to apply@troymi.gov or turned into the Human Resources Department located at 500 W. Big Beaver Road, Troy, MI 48084, or you may call (248) 680-7296.

If an applicant was evaluated under a recent job posting for this classification but was not selected he/she may not be contacted under this recruitment.

Your application is part of the review process; be sure it is complete. Attaching a resume is required, however, all information requested on the application form must be completed (*i.e. writing “see resume” is not sufficient*).