Capital Transit Bus Driver (Transit Operator)
PERMANENT PART-TIME POSITION
$29.45 Hourly
Up to 30 hours per week
**2 Vacancies**

NOTE: PREVIOUS APPLICANTS WILL BE CONSIDERED AND NEED NOT REAPPLY

WHAT THE CBJ CAN OFFER YOU:
In this position you will receive a competitive salary package that includes the opportunity for regular pay increases, 12 paid holidays a year, an excellent health insurance program that includes medical, dental, vision and orthodontia care options, paid leave, & retirement credit through PERS (Public Employees’ Retirement System).

We value the health and well-being of our employees. The CBJ provides free parking, paid time off for parent teacher conferences, the ability to participate in a robust wellness program that includes discounts to CBJ recreational centers and local fitness programs, free bi-annual health screenings, free flu shots, free classes, challenges and webinars on healthy living to assist you with achieving work/life balance.

WORKING HOURS AND LOCATION
This posting may be used to fill more than one vacancy. Part time positions are guaranteed between 15-30 hours a week depending on their schedule. However, our drivers frequently have the opportunity to work additional hours to fill in for drivers who are on leave, or are out sick. Part-time Bus Drivers have the opportunity to bid on a vacant schedule based on seniority.

DESCRIPTION OF WHAT YOU WILL BE DOING
This position is responsible for:
- The safe and courteous operation of 30-40’ mass transit vehicles with passengers while adhering to strict time schedules.
- Passenger fare collection.
- Performing thorough pre-trip inspections.
- Attending regular safety meetings and training sessions.
- Operating a two-way radio to communicate with dispatch and other drivers.
- Accurately completing daily logs, incident reports, ridership information, and vehicle inspection reports.
- Adhering to all traffic and safety regulations.
- Maintenance of vehicle appearance and ensure safety of vehicles by performing light cleaning and routinely checking conditions such as lights and tires of buses; prepares and submits written reports on mechanical failures or defects to maintenance personnel.
- Communicating verbally with individuals of various backgrounds and abilities regarding routes, schedules and transfer points.
- Maintains order aboard buses and reports acts of disorderly conduct or vandalism to supervisor.
- Assisting passengers requiring special assistance, including operating wheel chair lifts and restraints. This assistance may include offering support for boarding and in the event of an emergency, lifting and moving person to evacuate the bus. Must possess the ability to lift up to 50 pounds.

WHO WE ARE LOOKING FOR
We are looking for someone who:
- Is friendly and approachable.
- Is dependable and timely.
- Has experience providing outstanding customer service.
- Enjoys providing a necessary service to the community.
- Interact professionally while dealing with difficult people.
WHAT IS IT LIKE TO BE A BUS DRIVER
As a transit operator, you will be part of a team that provide safe and courteous transportation to the public. You will make independent decisions following established methods and procedures.

RECRUITMENT PROCESS INFORMATION: As a part of the recruitment process, candidates invited to an interview will also be required to demonstrate their ability to perform a pre-trip bus inspection. The pre-trip bus inspection is timed at thirty minutes and is conducted directly after the oral interview.

DO I HAVE THE QUALIFICATIONS FOR THIS JOB – OUR MINIMUM QUALIFICATIONS

Experience: Three (3*) months of professional driving experience which required the possession of a Commercial Driver’s License (CDL); AND

Other: A valid Class “A” or “B” Commercial Driver’s License valid for vehicles equipped with airbrakes and with passenger endorsement at time of application and for continued employment; AND

A valid State of Alaska Class “A” or “B” Commercial Driver’s License (CDL) valid for vehicles equipped with airbrakes and passenger endorsement within thirty (30) days of appointment and for continued employment.

* A current driving record issued by the Department of Motor Vehicles in the applicant’s state of residence is required at time of application.

Not more than one (1) moving violation or preventable accident within the past 36 months.

*To be considered, applicants with part-time or seasonal experience must provide details on work hours.

SPECIAL NOTE: The position is a safety-sensitive position and is subject to United States Department of Transportation (USDOT)- Federal Transit Administration (FTA) drug and alcohol testing. Additionally, applicants of safety-sensitive positions are required (even if ultimately not hired) to provide the City and Borough of Juneau with signed written releases requesting USDOT drug and alcohol records from all previous, USDOT-covered employers that the applicant has worked for within the last two years. Failure to do so will result in the employment offer being rescinded.

The City and Borough of Juneau is also required to ask all applicants (even if not ultimately not hired) if they have tested positive or refused to test on a pre-employment test for any USDOT covered employer within the last two years.

Appointments will be made conditionally pending successful completion of all portions of the selections process, a medical evaluation* and receipt of verified negative results of pre-employment testing for controlled substances. Employee will then be subject to random, reasonable suspicion, post-accident, return-to-duty- and follow-up drug and alcohol as mandated by the Federal Transit Administration and CBJ policy.

*Required for new hires only.

HOW DO I APPLY AND WHO CAN I CALL WITH QUESTIONS
If you have questions about this position please call the hiring manager, Hal Kulm at 907-586-0656 or Hal.Kulm@Juneau.org.

We are accepting applications until This recruitment will remain Open Until Filled. Applications will be reviewed on July 6, 2022 and every Wednesday thereafter until all positions are filled. Your application AND a current driving record issued by the Department of Motor Vehicles in the applicants state of residence must be received by the Human Resources & Risk Management Department before the close of business (4:30 p.m. Alaska Standard Time) on the date listed above. You can submit your application by email, fax, USPS mail, or by dropping it off at the Human Resources & Risk Management office.

Applicants can visit our website for a copy of our application and instructions on how to submit it. If you have questions about our application you can contact us by phone at (907)586-5250. https://juneau.org/human-resources/employment-opportunities

Email completed applications to employment@juneau.org
Mail completed application to:
City and Borough of Juneau
Human Resources & Risk Mgmt. Department
155 South Seward St.
Juneau, Alaska 99801
https://juneau.org/human-resources

Drop off completed application to:
City and Borough of Juneau
Human Resources & Risk Mgmt. Department
107 Municipal Way, Suite 101
Juneau, Alaska 99801

THE CITY AND BOROUGH OF JUNEAU IS AN EQUAL OPPORTUNITY EMPLOYER