

Jefferson County Committee for Economic Opportunity (JCCEO)

JOB ANNOUNCEMENT

JOB TITLE: BUS DRIVER/JANITOR
REPORTS TO: CHARLES VARGAS

JOB LOCATION: TBD
POSTING DEADLINE: OPEN

JOB QUALIFICATIONS

EDUCATION: A High School Diploma or GED. Must have a current commercial driver's license and a good driving record.

EXPERIENCE: Experience driving a bus and experience in the area of janitorial/environmental services. Must have experience in working on ladders and lifting equipment and supplies.

ABILITIES: Ability to safely and efficiently operate JCCEO buses and equipment; complete an assigned task in a safe manner and in a constant state of alertness; and communicate clearly, courteously, and effectively. Ability to work cooperatively and collaboratively with other staff, parents, and others from a variety of ethnic, educational, and socio-economic backgrounds. Ability to exercise discretion in the performance of assigned duties.

RESPONSIBLE & ACCOUNTABLE TO: Transportation Manager or Center/Program Manager (if assigned to a Center)

GENERAL DESCRIPTION: Directly responsible for the transportation of program participants in a safe manner and assigned janitorial duties.

SPECIFIC RESPONSIBILITIES:

1. Maintain a current commercial driver's license as required by insurance, state, and regional regulations.
2. Maintain, support, and promote a safe work environment while complying with all JCCEO policies and procedures.
3. Perform a complete pre-trip/post-trip inspection of bus.
4. Transport participants and children to and from the center and other destinations.
5. Maintain maintenance log on vehicle and see that routine maintenance is performed on a regular basis.
6. Report any maintenance problems immediately to the Transportation Manager and Center Manager.
7. Understand and adhere to Federal, State, and JCCEO transportation guidelines to ensure the well-being of program participants and employees.
8. Maintain individual bus records in a legible, accurate manner and turn in to the Center Manager and/or Transportation Manager as appropriate.

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9. Maintain cleanliness of bus, inside and out, on a regular basis.
10. Maintain regular and predictable attendance.
11. Perform janitorial duties, as assigned, on a regular basis as prescribed in the janitorial guidelines. Be able to:
 - a. strip, mop, and wax floors;
 - b. sanitize restrooms;
 - c. keep up the grounds around buildings and playgrounds;
 - d. replace light bulbs;
 - e. remove trash from building; and
 - f. refill dispensers.
12. Report any building maintenance problems to the proper authority in a timely manner.
13. Follow regularly scheduled route to and from the center.
14. Operate mechanical devices on bus used to transport children with disabilities.
15. Inspect playground and center using safety checklist and submit to proper authorities in a timely manner.
16. Maintain strict confidentiality of all information and records.
17. Attend workshops, training sessions, classes, and/or other educational sessions in order to attain additional job-related skills and knowledge and improve daily performance.
18. Adhere to JCCEO policies and procedures.
19. Model appropriate, professional behavior at all times.
20. Treat everyone with dignity and respect.
21. Perform other duties as assigned.

APPLICATION INSTRUCTIONS

All qualified and interested parties should submit a resume, along with a cover letter describing the alignment of your experience with the requirements of the position.

PREFERRED METHOD OF APPLICATION

Email all application materials via Word or PDF attachment to RECRUITMENT@JCCEO.ORG

Please include the title of the job in the subject line.