



# City of Milpitas

We invite applications for the position of:

## Senior Center Shuttle Driver (Part-Time/Temporary)

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<b>Hourly Salary Range:</b>	\$20.00 - \$22.00
<b>Post Date:</b>	Monday, September 24, 2018
<b>Close Date:</b>	Until filled

### Why Milpitas?

Located at the southern end of San Francisco Bay, Milpitas is a progressive community that is an integral part of Silicon Valley. As a full-service city of 389 full-time employees with water utility, sewer utility, police and fire services, Milpitas serves a diverse population of nearly 80,000. The city has an annual \$191 million operating budget and a \$315 million capital improvements budget.

Milpitas is the eighth-fastest growing city in the United States according to the US Census, and the second-fastest in California. It has the third highest job growth among the 515 qualifying cities rated by Wallet Hub. The homeownership rate is close to 70%, and the Milpitas housing market remains relatively affordable in Santa Clara County. Milpitas is often called the "Crossroads of Silicon Valley" with most of its 14 square miles situated between two major freeways (I-880 and I-680), Route 237, and a County expressway. In June 2018, Livability Magazine ranked Milpitas fifth by out of more than 2,000 American cities for "[Best Cities for STEM Workers.](#)"

We encourage you to check us out at: <http://www.ci.milpitas.ca.gov/>

### The Opportunity

The Barbara Lee Senior Center in Milpitas is a state-of-the-art center and a great setting if you enjoy working with senior adults ages 50 and above. As a Part-Time Senior Center Shuttle Driver, you will work as part of our senior services team that sets the standard for excellent customer service, hospitality, and professionalism.

This part-time, non-benefited position is budgeted for approximately 15-20 hours per week. This new position includes a Monday through Friday schedule, with hours allocated between 8:30 AM and 2:30 PM, based on participants' needs and varying program activities. Some periodic evening and weekend shifts may be assigned, as necessary.

The incumbent will drive our 20-passenger bus, or van to transport Senior Center members to and from our Senior Center, to scheduled group activities, and to select off-site trips, as needed. This position may also entail assisting with varying tasks related to senior programs, as needed.

### What You Will Do

*Duties may include, but are not limited to the following:*

- Drive vehicle to designated locations.
- Develop passenger route schedules.
- Assist passengers' wheelchairs, walkers, and other equipment to restraining devices to stabilize equipment during trip.



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- Clean and maintain the vehicle, sustain a regular equipment safety checklist and service vehicle with fuel as needed.
  - Assist with our Senior Nutrition Program lunch service and/or other site-based programs, as needed.

### Experience and Education

High School Diploma or equivalency.

### License and Other Requirements

Possession of a valid Class B California Driver's License with a passenger endorsement and a clean driving record. A copy of Department of Motor Vehicles Driving Record Report is required at the time of application submission.

Possession of or ability to obtain First Aid and CPR Certification within 60 days of employment.

### Selection Process

Applicants whose qualifications best meet our current needs will be invited to participate in the interview process. Meeting the minimum requirements listed in this job description does not guarantee advancement in subsequent phases of the selection process.

### To Apply

Submit application and resume, copies of required certificates documentation online at [www.calopps.org](http://www.calopps.org) or to the Human Resources Department, City of Milpitas, 455 E. Calaveras Blvd, Milpitas, CA 95035, (408) 586-3090.

The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the recruitment process.

Candidates will receive all communications by email regarding the recruitment process, which includes, but is not limited to, application status, testing dates, and interview scheduling. If you require alternate communications, please contact Human Resources at (408) 586-3090.

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090.

The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.