**Job description**

JOB OPENING OAK PARK TOWNSHIP DRIVER – FULL TIME ($18 - $20hr dependent on experience)

Oak Park Township is seeking a full-time driver to serve as a member of the Senior Services team to help the Township achieve its mission of: 1) addressing the needs of our community; 2) serving residents to help them remain living independently in the community as long as possible; 3) collaborating with community partners to ensure the needs of the older adults are met.

Drivers are responsible for safely driving passengers and/or packages to locations; assisting passengers as necessary to embark and disembark from bus pursuant to established procedures; maintaining the assigned vehicle in a clean condition; checking the assigned vehicle for compliance with established safety and maintenance standards.

Primary responsibilities include:

- Safely loading and unloading passengers according to established procedures
- Use of routing tablets and radio to communicate with dispatch
- Maintain complete and accurate daily log sheets
- Delivery of packages according to established procedures
- Provide excellent customer service
- Inspect assigned vehicle each day
- Maintain general running conditions and daily cleanup of assigned vehicle
- Represent the Township at community events


License: Valid Illinois Commercial Drivers’ License (CDL) with Class B or C Passenger Endorsement preferred; safe driving record as demonstrated by the Motor Vehicle Record (MVR), updated annually.

Knowledge of: Streets in Oak Park, River Forest, and Forest Park

Skilled in:

- Safe Driving
- Time management
- Customer Service
- Verbal communication

Physical Abilities: Sit, drive, hear and speak for extended periods of time Lift up to 50 pounds. Climb multiple flights of stairs/ramps easily Work in changing weather
conditions. Please not all applicants are subject to physical and DOT drug screen, as required by DOT Regulation 49 CFR Part 40 does not authorize the use of schedule 1 drug, including marijuana, for any reason must have a negative result. Oak Park Township strengthens our community through programs that support the health and well-being of all Oak Park residents. Oak Park Township is an Equal Opportunity Employer.

For more information on the Oak Park Township, please visit: http://www.oakparktownship.org.

Job Type: Full-time
Salary: From $18.00 per hour
Benefits:

- 401(k)
- Dental insurance
- Flexible schedule
- Health insurance
- Life insurance
- Paid sick time
- Paid time off
- Paid training
- Referral program
- Tuition reimbursement
- Vision insurance

Day range:

- Monday to Friday
- Weekends as needed

Experience level:

- 2 years

Shift:

- Day shift

Ability to commute/relocate:
- Oak Park, IL: Reliably commute or planning to relocate before starting work (Required)

Shift availability:
- Day Shift (Preferred)

Work Location: In person