



City of Madeira Beach Position Description

Job Title:	Recreation Bus Driver		
Department/Group:	Recreation Dept.	Supervisor:	Recreation Director
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL		
Level/Salary Range:	\$10.21 - \$17.46 hr. DOQ	Position Type:	Part-Time
HR Contact:	727-391-9951	Date Posted:	January 6, 2020
External Posting URL:	www.madeirabeachfl.gov	Posting Expires:	Open until January 20, 2020
Applications Accepted By:	Fax: 727-399-1131		Email: humanresources@madeirabeachfl.gov

ROLE AND RESPONSIBILITIES:

- Providing transportation for Recreation Department to and from schools, events, social outings.
- Regular hours are between 20 - 25 per week but are usually increased in summer months for camps.
- Valid Florida Driver's License, with current Class B CDL required. Able to work flexible hours, including days, evenings, weekends and possibly some holiday may be required.
- Working knowledge of safe precautions and first aid.
- Must have or be able to obtain CPR certification within 60 days.
- Maintaining a clean and safe recreation area, including the bus which is being operated
- Other similar duties as assigned.

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

- Valid Florida Driver's License. Possession of current Class B - CDL Florida Driver's License required. Air Brake and Passenger School Bus Endorsements required.
- Graduation from High School or GED equivalent; course work in early childhood education/recreation or teaching preferred.
- Previous experience with recreation or childcare preferred.
- Able to work flexible part-time hours, including days, evenings, weekends, and holidays and occasional overtime as required.
- Fingerprint background screening
- Working knowledge of safety precautions and first aid.
- Must have or able to get CPR certification within 60 days.

ADA COMPLIANCE:

The City of Madeira Beach, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, and will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.

THE STATEMENTS NOTED ABOVE ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED AND ARE NOT TO BE CONSTRUED AS A COMPREHENSIVE LIST OF RESPONSIBILITIES, DUTIES AND SKILLS REQUIRED. THESE STATEMENTS ARE SUBJECT TO CHANGE AT THE DISCRETION OF THE EMPLOYER.

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NOTE: Reasonable accommodation considerable will be made for otherwise qualified individuals with a disability.

Cover letters and resumes may be included but are not accepted in lieu of application form.

All applications will become public record under Florida law.

AA/EOE/DFWP

Submit complete application for employment to: **Human Resources Coordinator, 300 Municipal Dr.,
Madeira Beach, FL 33708**