



CITY OF STUART JOB ANNOUNCEMENT

Human Resources
121 SW Flagler Avenue
Stuart, FL 34994
www.cityofstuart.us

The City of Stuart is an historic coastal community with a population of 16,500 and offers unique downtown shops, galleries and restaurants that add to our small town charm. Awarded “America’s Happiest Seaside Town 2016” by Coastal Living and “Most Beautiful City 2008” by America in Bloom, the City of Stuart offers a quality lifestyle for residents and visitors alike.

PT Leisure (Tram) Driver– (Public Works/Micro-Transit)

Hiring Range: \$11.68- \$14.51 per hour

FLSA Status: Non-Exempt

Announcement Date: August 14, 2017

Closing Date: Open Until Filled

In addition to a satisfying work environment where employees are respected and valued for their contributions, the City of Stuart offers an attractive benefits package and award-winning wellness program. We offer two (2) medical and dental plans, supplemental insurance, deferred compensation, retirement benefits through the Florida Retirement System, and more to all full time and part time eligible employees. The City pays up to 90% of employee medical insurance premiums.

Characteristics of the Class

Under the general supervision of the Public Works Director, incumbent operates leisure and assigned vehicles to transport passengers in the City of Stuart. Operator provides general public information including events, schedules, and local directions. Duties are performed on a part-time basis with flex hours transporting individuals during a regular work day, evenings, weekends and as required. An employee in this class exercises a high degree of safety and professional demeanor in service to the public.

Illustrative Duties (the following are highlights; a detailed job description is available in Human Resources)

- Responsible for driving a vehicle while transporting individuals from a pick up site to a designated area.
- Operates vehicle with a pre-determined route and on an established schedule; communicates via two-way radio.
- Assists passengers on and off the vehicle and operates the vehicle in a safe and professional manner.
- Provides basic information to the public including distributing literature, booklets, and general materials; answers questions of a general nature and provides directions as required.

- Performs pre and post routine vehicle inspection and records information as necessary.

NOTE: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Minimum Qualifications and Education/ Licenses and Certifications

High School Diploma or equivalent; supplemented by two years good driving experience; or an equivalent combination of training and experience. Valid Florida Driver license is required.

Essential Physical Skills and Environmental Conditions

Task involves regular and at times some physical effort, i.e., sitting, driving, climbing, standing, walking, reaching, grasping, bending, stooping, pushing, kneeling, pulling and moderate lifting (30 pounds); and standard dexterity in the use of fingers, hands, limbs or body in the operation of vehicle or equipment. Task may involve extended periods of time sitting in a vehicle; or may involve the complex operation of gasoline, electric, or diesel-powered vehicle requiring eye hand coordination and the manipulation of multiple controls. Task may require exposure to adverse environmental conditions including rain, dust, fumes, gases, limited lighting; may be exposed to constant and at times heavy vehicle and pedestrian traffic; frequent exposure to noise levels that may cause distractions; work is performed while sitting and driving vehicle with numerous passengers, and at times may include angry or hostile individuals. Task requires sound, visual, color, perception and discrimination. Task requires oral communications ability.

A City of Stuart Application for Employment can be obtained through our website (www.cityofstuart.us) or by visiting the Human Resources Department. Applications for employment must be sent or hand-delivered to the Human Resources Department.

The City of Stuart is a tobacco-free workplace. All applicants must attest that they have not used tobacco products for the preceding 3-month period from the date of application. Candidates chosen for positions with the City of Stuart must undergo pre-employment screening to include verification of their non-use of tobacco products in order to be considered for employment.