



**TOWN OF MARSHFIELD
HUMAN RESOURCES DEPARTMENT**

870 MORAIN STREET
MARSHFIELD, MA 02050
Tel: (781) 834-5582 Fax: (781) 834-5583

POSITION POSTING

Posting Date:	November 23, 2016
Position Title:	Part-Time Substitute Shuttle Bus Driver
Work Hours:	To be Determined
Wages:	Article 92 – Personnel Classification and Compensation Bylaw Schedule A, General Government Position COA Van Driver

Duties/Responsibilities: Part time opening, for a substitute Shuttle Bus Driver at the Council on Aging. Duties include providing transportation services to elderly residents in Marshfield as assigned or scheduled. Must adhere to established driving policies, keep daily records of mileage, gas use and passenger log. Responsible for keeping a routine check of vehicle, reports deficiencies in a timely manner, assisting passengers when entering and disembarking the vehicle, carrying bundles, utilize the mobile communication system, attends trainings, assist staff with dispatch and scheduling, performing data entry, and other related duties. Ability to perform cleaning and maintenance of the Senior Center on an as needed basis. A commercial driver's license is preferred by not necessary for all vehicles. Candidates must have a valid driver's license, be sensitive and courteous to the needs of elders, maintain confidentiality, have knowledge of streets and roads, ability to understand oral instructions and the ability to establish and maintain effective working relationships with co-workers and supervisor. Works directly under and reports to the Council on Aging Director.

Posting Closes: Friday, December 9, 2016

Submittal Requirements: Please submit employment application to Town of Marshfield, Human Resources Department, 870 Moraine Street, Marshfield, MA 02050 or email to clacroix@townofmarshfield.org.

