



THE CITY OF REDWOOD CITY
INVITES APPLICATIONS FOR:

DRIVER

#2648

(CASUAL/HOURLY)
10-20 Hours per Week

SALARY:
\$15.00 – \$18.00 / hourly
Continuous
(Opened 5/24/19)

Application Process

Apply online at
www.CalOpps.org
Member Agency: Redwood City

Candidates with a disability, which may require special assistance in any phase of the application or selection process, should advise the Human Resources Division upon submittal of application.

Selection Process

All applications will be reviewed for neatness, accuracy, completion, relevant education, experience, training and other job related qualifications. The most qualified applicants will be asked to participate in the testing process, which will consist of an interview with Department staff.



ABOUT THE CITY

The City of Redwood City is a San Francisco Bay Area community located in the heart of Silicon Valley, the technology-rich region extending from the San Francisco shoreline to the foothills of the Santa Cruz Mountains. Redwood City is the third largest city within the County of San Mateo, with over 82,881 residents. The city enjoys an average of 255 sunny days a year, which it boasts via the city slogan: "Climate Best by Government Test". We are a community that

believes in working together to maintain and improve our quality of life. In fact, the City Council of Redwood City formally adopted a "Core Purpose" - *Build a Great Community Together*. This represents our commitment to community building, which is a crucial part of how we do business every day. Become a part of the team and join us in building a great community!

ABOUT THE POSITION

The Parks, Recreation and Community Services Department is looking for people interested in working on an on-call basis providing transportation for various divisions in the Recreation department. Current need is at the City's Veterans Memorial Senior Center transporting seniors attending functions at the Veterans Memorial Senior Center or to events downtown plus working with staff on any programmatic needs assistance. Hours will vary based on Center needs and will not exceed 20 hours per week. Shifts will include weekends and evenings.

This is a non-benefited casual position. A casual employee may not work more than 1000 hours per fiscal year.

Typical duties may include, but are not limited to, the following:

- Transport seniors with a City furnished vehicle to and from the Veterans Memorial Senior Center.
- Assist passengers in and out of City vehicle and escort disabled passengers door-to-door as necessary.
- Report to supervisor orally and in writing on activities, groups or individuals, and plans or problems.
- Follow State and Federal driving regulations at all times.
- Keep daily log of participants by name and number of trips as well as miles driven in the vehicle.
- Establish route to be taken based on driving request; keep the City vehicle gassed up and monitor City vehicle for servicing needs.
- Issue, receive and oversee the use of equipment and materials; and perform related work as required.

MINIMUM QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities are qualifying. A typical way to obtain the knowledge and abilities would be:



BENEFITS

- This is a non-benefited casual position.
- Casual employees may not work more than 1000 hours per year.
- Casual employees will receive sick leave in accordance with State Law.

CITY VALUES

Our Core Purpose:

Build a Great Community Together

The values that guide us are:

- **EXCELLENCE:** Passion to do our best in each moment.
- **INTEGRITY:** Do the right thing, not the easy thing.
- **SERVICE:** We care and it makes a difference.
- **CREATIVITY:** Freedom to imagine and courage to act.

Education & Experience

A high school diploma or equivalent is required.

Licenses & Certificates

- Must possess a valid California Driver License with a satisfactory driving record is required.
- The incumbent will be required to travel between various locations during their scheduled work shift.

Knowledge of:

- Basic methods, tools, materials, and equipment used in grounds maintenance work.

Ability to:

- Understand and carry out both oral and written directions.
- Work independently.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

The incumbent must be able to perform the essential functions of the job with or without reasonable accommodations.

A City application is required. Prior to appointment, candidates will be required to pass a background check (at no cost to the candidate) including the following:

- Criminal Check
- DMV Check
- Fingerprint

[The City of Redwood City is proud to be an Equal Opportunity Employer!](#)

The Immigration Act of 1986 requires proof of identity and eligibility for employment at date of hire. Any provisions contained in this bulletin may be modified or revoked without notice.