



THE CITY OF REDWOOD CITY
INVITES APPLICATIONS FOR:

DRIVER

#22C-10

(CASUAL/HOURLY)

10-20 hours per week

SALARY:

\$19.69 - \$22.80 hourly

(Opened 05/31/2022)

Continuous

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 Parks, Recreation and Community Services 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 85, 000 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, vision, and mission that represent 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!

"Core Purpose" - Build a Great Community Together

Vision - A community where people of all backgrounds and income levels can thrive.

Mission - Building a welcoming Redwood City through collaboration, responsiveness and excellence.

ABOUT THE POSITION

The City of Redwood City is looking for individuals interested in working on an on-call basis providing transportation for seniors attending functions at the Veterans Memorial Senior Center plus working with staff on any programmatic needs assistance. Hours will vary based on Center needs and will not exceed 10-20 hours per week.

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:

- Act as driver to 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.



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.

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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.

MINIMUM QUALIFICATIONS

Must be 18 years of age; any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education & Experience

Education equivalent to completion of the twelfth grade. Must be at least 18 years of age. Some experience working with seniors and driving a passenger van is desirable but not required.

Licenses & Certificates

Must possess an appropriate valid California Driver’s License and have a satisfactory driving record.

Knowledge of:

- City of Redwood City streets and appropriate routes to and from various locations.
- State and Federal driving regulations.

Ability to:

- Repeatedly bend and stoop, and lift portable step for van passengers.
- Climb and descend multiple flights of stairs on a daily basis.
- Use a computer.
- Communicate clearly and concisely, and work effectively in a team environment.
- Maintain confidentiality.
- Follow State and Federal driving regulations at all times.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Must be physically capable of performing job functions of this position with or without reasonable accommodation.

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:

1. Criminal History Check
2. DMV Check
3. Fingerprinting

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.