

POSITION DESCRIPTION CITY OF MICHIGAN CITY, INDIANA

POSITION: Construction & Maintenance Laborer
DEPARTMENT: Technology and Facilities
WORK SCHEDULE: 8am – 4:30pm M-F
JOB CATEGORY: LTC I (Labor, Trades, Crafts)

The City of Michigan City is currently hiring an energetic and reliable individual. This is a great opportunity for someone who is dependable, ready to work, and eager to learn in a supportive environment.

DUTIES:

- Maintains bus schedule set by City.
- Maintains count of passengers, monies and miles travelled.
- Maintains order on the bus to meet safety regulations.
- Provides information to passengers about route system.
- Assists with light cleaning inside of buses and lunchroom
- Assists with training of new drivers.
- Assists with answering telephones, radio communications, and maintaining logs.
- Performs pre-check on bus before leaving and post checks at the end of operations.
- Performs related duties as assigned.
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SKILLS AND KNOWLEDGE:

- High school diploma or GED
- Must be 21 years of age
- Must possess a valid Commercial Driver's License and air break and public passenger endorsements
- Ability to meet all departmental hiring requirements, including passing a drug screening and medical examination
- Ability to physically perform assigned duties, including driving/sitting for long periods of time, standing/walking for long periods of time
- Ability to work with others in a team environment and understand and follow written and oral instructions.
- All other duties when scheduled

