



KETCHIKAN GATEWAY BOROUGH

1900 First Avenue, Suite 210, Ketchikan, Alaska 99901

• telephone: (907) 228-6625 • fax (907) 228-6684

Office of the Borough Manager

POSITION VACANCY

Transit

Temporary Seasonal Shuttle Driver

\$17/hour + Seasonal Attendance Incentive up to \$2,000

The Ketchikan Gateway Borough's Transit Department is committed to its mission of providing affordable, reliable transportation for Alaska's "Gateway City," serving 75% of the population. Transit operates regular, fixed-route public transit service in the City of Ketchikan, Village of Saxman and Ketchikan Gateway Borough.

The Borough's fixed route service provides residents and visitors access to various services such as shopping, entertainment, community functions and employment opportunities throughout the community. The Borough also offers a Downtown Shuttle service seasonally (May through September) between the cruise ship docks and key downtown locations.

Transit is Ketchikan's Community Asset

Ketchikan has the fastest growing transit system in the State of Alaska. We are dedicated to moving locals and visitors around the community in an efficient and affordable manner. Our buses provide access to many of Ketchikan's premiere visitor destinations, including Alaska State Parks, historical places, recreational trails and totem parks.

Ketchikan has abundant natural resources, a rich heritage and colorful history. Borough Transit is dedicated to showcasing these attributes through system projects and strives to "think local" when carrying out all aspects of the projects, from working with local contractors to sourcing local products. We are especially proud of our two salmon painted buses! The bus painting projects have not only introduced thousands of visitors to the unique art of a local artist, but also educates passengers about our wild salmon, a resource that contributes both to Ketchikan's economic engine and way of life. The salmon bus is a mobile piece of art, one that entices people to try out the transit system, while telling the story of the community's vibrant lifestyle.

Our Ideal Candidate

We are looking for people who:

- Have a Commercial Driver's License (CDL) and safe/good driving skills (overall good driving record)
- Enjoy providing customer service
- Work well with others

- Are reliable and positive

Room and Board

Ketchikan Transit does not offer employee housing for drivers, however staff can assist with finding housing. Also, the website called Sitnews (<http://www.sitnews.us/>) has listings for available rentals and allows posting for roommates/housing needed. There are many seasonal workers in Ketchikan during the summer months and opportunities may be available to share housing with other workers.

Try it out

Many people come to Alaska for seasonal jobs and end up staying a lifetime. This job is a great opportunity to experience the beauty of Alaska while getting your foot in the door of the transportation industry. You never know where an opportunity will lead you! Eight hour shifts and part-time shifts are available. If you have another seasonal job in Ketchikan, we can try to work around your schedule. CDL drivers who are committed to work full-time as a seasonal bus driver during the summer may be considered for future full-time bus driver positions with benefits such as health insurance, paid time off and retirement.

Getting Here and Getting Around

It is the employee's responsibility to make their own travel arrangements to/from their division of employment.

Once at the division, it is the employee's responsibility to get themselves to/from work on time.

It is highly recommended that consideration be given to bringing a bike or driving a car up to Alaska. If your housing is located on the bus line, take the bus to work!

For Recreation

There is always time to get out and enjoy the natural beauty of this great land - and you should take those opportunities when in Southeast Alaska. Alaska is definitely the land of outdoor fun - whether it is kayaking through the pristine waters, hiking gorgeous trails through the Tongass National Forest, fishing, crabbing or enjoying a softball game under the midnight sun.

Final job offers are contingent on passing pre-employment drug screening. The Ketchikan Gateway Borough is an Equal Opportunity Employer.

To apply: <http://www.kgbak.us/humanresources>

Posted- April 1, 2019

Open until Filled

KETCHIKAN GATEWAY BOROUGH**JOB DESCRIPTION**

POSITION: **BUS DRIVER
(TEMPORARY/PART-TIME)**

APPROVAL DATE: 8-20-02
APPROVED BY: Clair

REPORTS TO: TRANSIT SUPERVISOR

STATUS: NON-EXEMPT
NON-REPRESENTED

DEPARTMENT: PUBLIC WORKS

Ketchikan Gateway Borough job descriptions are a management tool to help organize duties and provide employees with the employer's expectations with regard to a specific job classification. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is a reasonable assignment for the position.

JOB SUMMARY:

Safely and efficiently drives, operates and maintains a public transit bus as needed and directed by Transit Supervisor.

ESSENTIAL JOB FUNCTIONS:

- Comply with all federal, state, and borough laws and regulations.
- Operate bus on an assigned route and established schedule.
- Collect fares and sell bus passes.
- Prepare daily accounting report reflecting fares received, number and type of passengers and other data as directed.
- Record mileage and deposit cash receipts as directed.
- Provide assistance to passengers in a courteous manner. Answer inquiries regarding bus route, schedules and fares.
- Assist in the routine maintenance of vehicles, including fueling and general maintenance.
- Coordinate the routine servicing and repair of assigned vehicles as necessary.
- Maintain appearance of vehicles as required.
- Ensure that the bus receives routine safety and mechanical inspections on a daily basis as required by the "Transit Driver Manual".

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- Ensure the safety of passengers.
- Report problems to Transit Supervisor.
- When bus is inoperable, assist with fueling, cleaning, maintenance and other tasks as directed.

ADDITIONAL JOB DUTIES:

- Provide instruction to other employees of this or a similar job classification in all aspects of procedure and technique relating to the duties required by this job description unless such instruction requires a specialized certification which the employee doing the training does not have.
- Perform other related duties as assigned by the Transit Supervisor.

PHYSICAL ABILITIES INCLUDE:

Must be able to hear. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Ability to use hands to finger, handle, or operate objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch; and taste or smell. Each of the listed activities also requires standing, reaching, sitting, walking, bending, stooping, climbing on stools and ladders, and routinely lift and carry items and boxes up to forty (40) pounds.

Use of two-way radio and long periods of sitting. Physically capable of operating and/or utilizing all standard safety equipment including safety harnesses, restraints, and any other equipment required by the American Disabilities Act of 1990. Driving, fueling, cleaning and maintaining a public transit bus.

LICENSES:

Must have valid State of Alaska Commercial Driver's License (CDL) for operation of a public vehicle. Driving record must be acceptable to the Borough's insurance carrier.

QUALIFICATIONS:

Thorough knowledge of safe operation of a public transit bus, including complete familiarization with its systems and safety features, assigned routes, state and local traffic rules, laws and regulations and defensive driving. Ability to operate a bus or van safely, operate and/or utilize all standard safety equipment including safety harnesses, restraints, and any other equipment required by the Americans with Disabilities Act, work cooperatively with others, exercise tact and diplomacy, maintain effective relationships with supervisors and the general public, and to communicate effectively orally and in writing. Willingness to perform various job-related duties as situations arise and a strong sense of teamwork.

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EDUCATION AND EXPERIENCE:

High school diploma or GED.

One (1) year related experience required.

Any combination of related education and/or related experience will be considered if the candidate possesses the demonstrated ability.