



## City of Galesburg

Operating Under Council – Manager Government Since 1957

### **NOTICE OF POSITION VACANCY**

The position of Handivan Driver is now available in the Community Development Department. This is a part-time, temporary position. Applications may be obtained at the Illinois Department of Employment Security (I.D.E.S.), 821 West Main Street, Galesburg, IL 61401; or at [www.ci.galesburg.il.us](http://www.ci.galesburg.il.us). Submit applications to the I.D.E.S. by 5 pm on February 6, 2012.

### **NATURE OF WORK**

Transports disabled passengers by means of a specially designed vehicle to various locations within the City.

### **EXAMPLES OF WORK**

Drives passengers to and from various destinations within the City. Loads and unloads passengers in wheel chairs. Maintains daily driving reports involving daily trip tickets and money. Monitors vehicle operation and maintenance to ensure the safety of passengers. Performs dispatch functions which include receiving and transmitting radio calls, answering telephones, and scheduling passenger pick up. Performs all other duties as assigned.

### **DESIRABLE EXPERIENCE AND TRAINING**

High school diploma. Knowledge of Illinois driving rules and regulations. Knowledge of City of Galesburg traffic and parking ordinance. Knowledge of City streets and available community resources. Knowledge and experience with physically challenged people. Knowledge of City safety procedures and practices. Ability to operate a standard 14 passenger van with a hydraulic lift. Ability to establish and maintain professional relationship with the public.

E.O.E.  
M/F/D/V

Dated: January 23, 2012

Brenda Reynolds  
Interim HR/Risk Manager