



City of Galesburg  
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## NOTICE OF POSITION VACANCY

The City of Galesburg is accepting applications for the position of Temporary Handivan Driver in the Department of Community Development. This is a continuous recruitment which remains posted throughout the year; candidates are hired as vacancies occur.

This part-time position is scheduled for 20-hours per week throughout the year at a starting rate of \$12.00 per hour. The position does not include benefits and incumbents work most weekends and some Holidays.

### NATURE OF WORK

The Temporary Handivan Driver transports disabled passengers in a specially designed vehicle to various locations within the City of Galesburg.

### EXAMPLES OF WORK

Responsibilities include: driving passengers to and from various destinations within the City; loading and unloading passengers in wheel chairs, maintaining daily driving logs and trip tickets and taking fare money. Also monitors vehicle operation and maintenance to ensure passenger safety. May occasionally perform dispatch functions which include receiving and transmitting radio calls, answering telephones, and scheduling passenger pick up.

### DESIRABLE EXPERIENCE AND TRAINING

A high school diploma and valid Illinois driver's license are required at the time of hire. Must have the demonstrated ability to operate a standard 14 passenger van with a hydraulic lift, and the ability to establish and maintain professional relationships with the general public. Must possess a knowledge of Illinois driving rules and regulations, City of Galesburg traffic and parking ordinances, City streets and locations, and available community resources. Previous interaction with physically challenged individuals is a plus. Knowledge of (and adherence to) all City safety policies, procedure and practices.

### HOW TO APPLY

To apply, interested applicants must complete and submit the electronic application found on the City's Website at: [www.ci.galesburg.il.us/government/human\\_resources/](http://www.ci.galesburg.il.us/government/human_resources/)

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