



City of Linden

Union County, New Jersey

DIVISION of PERSONNEL SERVICES

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Jessica Sheehy
Personnel Officer

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Labor Relations Specialist

Memorandum

To: All City Departments, Linden Board of Health and Linden Public Library
From: Jessica Sheehy, Personnel Officer
Date: February 10, 2021
RE: Job Posting

Please be advised that there is 1 (FT) vacancies for the position of Omnibus Operator/ Recreation Leader in the Department of Recreation and Senior Services at the hourly rate of \$17-23.00 per hour. This position is full time for 35 hours per week. Please post this in an area available to all employees. Job description attached. At this time, this position will also be publicly advertised and open to all City of Linden residents.

Requirements:

- Linden resident 18+ years old
- Valid CDL with passenger endorsement
- Minimum of two (2) years' experience

Anyone interested in the above-mentioned vacancy, must submit an employment application which can be obtained online at:

<https://bit.ly/linden-employment>

All applications must be completed and returned to the City Clerk, no later than Thursday, February 25th, 2021. Please be advised that all employment applications must be complete at the time of submission. Copies of resumes, proof of qualifications or any additional documents you wish to submit with your application must be supplied by the applicant. No copying services will be provided by the City Clerk's Office.

C: Mayor Derek Armstead
Council President Yamakaitis
MEMBERS OF COUNCIL
Affirmative Action Officer
Bulletin Board

Job Specification

OMNIBUS OPERATOR/RECREATION LEADER

OMNIBUS OPERATOR

DEFINITION:

Under direction drives a motor vehicle with a passenger capacity of at least six persons for transporting people on assigned established routes or to special activities, events, or various destinations; may also clean, service, and make minor repairs to such vehicles; does other related duties as required.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Drives motor vehicle and transports persons on established routes, on field or athletic trips, sightseeing tours, or to various destinations.

Checks, cleans, and performs minor servicing of vehicles.

Checks vehicles for operating safety and gas/oil/battery/water levels before departure.

Provides assistance to passengers onto and off vehicles.

Maintains discipline among persons.

May assist passengers in loading/unloading baggage/packages from vehicle.

Prepares reports and maintains log of vehicle operation.

May be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office or related units.

REQUIREMENTS:

LICENSE:

Appointee must possess a valid Commercial Driver's License (CDL) and applicable endorsements for the class and type of vehicle being operated.

NOTE: The responsibility for ensuring that employees possess the required motor vehicle license, commensurate with the class and type of vehicles they operate, rests with the appointing authority.

KNOWLEDGE AND ABILITIES:

Knowledge of the care, maintenance, and competent/safe/efficient operation of vehicles including cleaning, lubricating, servicing of batteries, care of tires, and minor repair procedures.

Knowledge of State Motor Vehicle regulations.

Ability to analyze problems involving the operation of vehicles.

Ability to understand, remember, and carry out oral and written directions.

Ability to perform tasks after explanations and/or demonstrations.

Ability to drive vehicles in a skilled/safe manner.

Ability to check, clean, service, and make minor and emergency repairs to vehicles.

Ability to keep records and files.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

CODE: 05594 12/11/1993

RECREATION LEADER

DEFINITION:

Under supervision, leads, organizes and oversees recreational programs and activities for an assigned group; assists with activity planning, implementation and evaluation; does other related work as required.

DISTINGUISHING CHARACTERISTICS:

Positions in this class differ from Recreation Aide due to greater responsibility for planning and overseeing specific recreation program activities. Positions in this class differ from Recreation Supervisor due to greater involvement and participation in specific program activities.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Leads, oversees and participates in recreational program activities in a recreation center or other facility.

Ensures program guidelines and safety practices are followed; immediately responds to potentially hazardous situations to avoid accidents or injury; reports all accidents to supervisor.

Instructs individuals and groups in area of specialty (e.g. arts & crafts, boxing, drama, senior citizen activities, sports, social recreation, etc.).

Assists with curriculum planning and developing specific activities; implements program plans and makes recommendations for new activities.

Demonstrates and explains the concepts, techniques, procedures, rules and regulations used in the recreation program.

Assists in directing tournaments, socials, dances, seminars and other special events.

Oversees assigned functional areas of the center such as the gymnasium, auditorium, athletic field, game room or handicrafts.

May perform field preparation duties for sports and other programs (e.g. baseball, softball, football, etc.)

Maintains inventory of supplies and equipment; ensures the proper use of equipment.

Prepares and maintains records and reports of plans, program activities, and attendance.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of safety practices and procedures as they relate to various recreational activities.

Ability to plan and conduct effective instructional tasks.

Ability to promote and organize recreation programs.

Ability to instruct, lead and motivate participants.

Ability to effectively organize program activities.

Ability to identify potentially dangerous or hazardous situations.

Ability to maintain discipline and enforce safety policies and procedures.

Ability to establish and maintain good working relationships with participants, associates and the public.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, understand and communicate in English sufficiently

to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

CODE: 02993 05/07/2011

DUAL TITLE CODE: 05587