

MONTEREY PENINSULA COLLEGE

**TRAM DRIVER/ COORDINATOR
SUPPORTIVE SERVICES**

40 hours per week, 12 months per year
Service Category 3, Salary \$2,392 per month

Internal Announcement Date:

Public Announcement Date:

CLOSE:

**To ensure consideration, applications must be received by Closing Date above.
Monterey Peninsula College reserves the right to close or continue the recruitment at any time.
Applicants will be notified by: _____**

JOB SUMMARY: Under general direction, plan, coordinate and implement the campus transportation services for disabled students. Receive limited supervisor from the Director of Supportive Services within a broad framework of standard policies and procedures. Coordinate all tram services, identify vehicle maintenance problems and facilitate repair, train new drivers, schedule transportation services.

EXAMPLES OF DUTIES:

Essential Functions:

- Drives tram to transport disabled students
- Works with disabled students, understanding their needs and providing a comprehensive plan for transportation during the academic year.
- Develops knowledge of student's physical condition, special adaptive equipments, braces, walkers, wheelchairs, standing tables, adaptive chairs, crutches and any other equipment required.
- Assigns and trains all tram drivers and tram substitute drivers
- Designs tram schedule in consultation with the Director of Supportive Services; reviews and evaluates class schedules; provides comprehensive schedule design for approval; meets with Director to resolve problems and conflicts.
- Attends staff meetings and specialized in-service training sessions
- Performs prevention services on vehicles; checks battery water, tire pressure, balance and stability; arranges for needed repairs.
- Posts and makes entries into the computer for records and data on appropriate machinery; operates data base and maintains statistical records on trams and tram service.

Other Functions:

- Assists in the identification of special supplies and materials needed to work with disabled students.
- Assembles, disassembles, cleans equipment and supplies or replaces if no longer usable; maintains MPC wheel chairs in usable condition.
- Interviews, selects, schedules, monitors and evaluates student trams employees.
- Teaches preventive maintenance to new tram drivers; teaches tram drivers to gain disabled students' trust.
- Performs other related duties as assigned.

EMPLOYMENT STANDARDS:

EDUCATION AND EXPERIENCE: Any combination of education and/or experience which would demonstrate possession of the knowledge and skills listed herein. Completion of the 12th grade or equivalent and demonstrated ability to operate a college tram service, schedule, coordinate, and train others for tram service; and a background and training in repairing mechanical devices.

Knowledge: Knowledge of disabling conditions, including physically disabling conditions and methods of working with these conditions; mobility needs of disabled students; assistive devices, equipment and supplies used by disabled students; scheduling techniques; basic care and maintenance of machinery; health and safety code regulations; knowledge of and sensitivity to the academic, socio-economic, ethnic, disability, and gender diversity of a community college campus.

Abilities: Ability to communicate effectively with disabled students regarding transportation needs; operate equipment and materials used in the program; plan and organize a master schedule of transportation; work with tools and related equipment; use appropriate and correct English, spelling, grammar and punctuation; perform arithmetical calculations with speed and accuracy; Demonstrate an understanding, patience and receptive attitude towards disabilities; establish and maintain effective work relationships with those contacted in the performance of required duties.

PHYSICAL EFFORT/WORK ENVIRONMENT: Moderate to heavy physical effort which may include frequent driving, lifting and occasional climbing or stooping; use of medium to heavy weight materials with heavy lifting of students or wheelchairs; indoor/ outdoor work environment.

LICENSES AND CERTIFICATES: A valid Class 3 California driver's license and evidence of appropriate automobile insurance based on DMV regulations is required. Employee must be insurable by the college's insurance carrier while employed in this classification.

Applicants who are protected under the Americans with Disabilities Act and who, due to a disability, require accommodations for completing the application process, testing (if required for the position), or the interview, should notify the Human Resources/Affirmative Action office at least ten (10) working days before an accommodation is needed.

CONDITIONS OF EMPLOYMENT Offers of employment are contingent upon Governing Board approval. Employment with Monterey Peninsula College is not complete or official until applicants meet all pre-employment requirements. All new employees are required to submit proof of freedom from tuberculosis and proof of eligibility to work in the United States. Employees must sign the Oath of Affirmation of Allegiance, and submit fingerprints for California Department of Justice clearance. California School Employees Association Membership or an approved alternative is required.

NOTE *Organizational Security:* This is a classified position and California School Employees Association membership or an approved alternative is required in accordance with our agreement with the employee organization. As a condition of employment, you will have 30 days from the date of hire to join the union (paying union dues), or authorize a salary deduction of appropriate fees.

NOTE *Smoking Policy:* Smoking on campus is limited to designated smoking areas.

HOW TO APPLY

Return the following items by **3:30 pm** on the **CLOSING DATE** shown on the front page.(we accept by: mail-in, fax, walk-in or email)

√ - a completed District application(available on our website, www.mpc.edu or at the college).

√ - a copy of your resume.

Human Resources does not accept additional materials such as: letters of reference, test scores from other institutions, certificates of courses/programs completed, letters of commendation from schools, or transcripts with your application. Such items, if included, will not be forwarded to the selection committee. If you become the successful candidate, HR will request any reference information that is required.

Submit the required application materials and direct all inquiries regarding this position to:

Kali Viker, Human Resources-Monterey Peninsula College-980 Fremont Street, Monterey, CA 93940-4799: Telephone: (831) 646-4275: Fax: (831) 646-3012: Text Teletype: (831) 645-1319:email:kviker@mpc.edu.

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