



TRUSTEES

JUDY ABRAHAM

JUDY BROWN-MARINO

JOHN EALEY

VERINA HORNE

SHERMAN C. JONES

JOHN TIERNEY

VILLAGE CLERK

KEVIN MCGRIER

VILLAGE ADMINISTRATOR

LETISA JONES

FINANCE DIRECTOR

TIMOTHY HICKS, CPA

TREASURER

THOMAS HOOD

VILLAGE ATTORNEYS

DEL GALDO LAW
GROUP, LLC

Village of Broadview

Municipal Building

2350 South 25th Avenue • Broadview, Illinois 60155-3800

1-708-681-3600 • FAX 1-708-681-2018

KATRINA R. THOMPSON, President (Mayor)

POSITION: Part-Time PACE Bus Driver – Public Works Department

SALARY: Commencement depending on experience.

APPLY BY: downloading an application from our Village website: www.broadview-il.gov. Position is open until filled. If you have any questions please contact LeTisa Jones, Village Administrator, ljones@broadview-il.gov

JOB SUMMARY: The Village of Broadview Public Works Department is seeking candidates for a part-time PACE Bus Driver position in the Public Works Department under the direction of the Director of Public Works.

ESSENTIAL FUNCTIONS INCLUDING, BUT ARE NOT LIMITED TO: Part-time position transports passengers on a pre-determined route and assists with boarding and deboarding bus. Reports to dispatcher via radio any route detours, or whenever passengers might require assistance of police, medical or other services. Maintains daily work sheet and completes accident/incident reports when necessary. Other duties assigned or required.

Driver must be at least 21 years of age, have a good work history and a safe driving record for 5 years. Driver must successfully pass a training and route familiarization program. Also excellent oral and written communication skills are required. The hours for this position are Monday – Friday 7:00 a.m. to 3:30 p.m.

SELECTION: Candidate screening process may consist of an application review, skills testing, employability assessment, interviews, reference checks, and other verifications. Chosen candidates will be subject to a background and criminal history investigation, and qualifying pre-employment medical examination and drug screen.