



**TRUSTEES**

JUDY ABRAHAM

SHEILA ARMOUR

PATRICIA CHAO-MALAVE

JUDY MILLER

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# Village of Broadview

## *Municipal Building*

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

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**KATRINA R. THOMPSON, President (Mayor)**

**VILLAGE CLERK**

KEVIN MCGRIER

**VILLAGE ADMINISTRATOR**

LETISA JONES

**FINANCE**

SOUTH CENTRAL  
CAPITALGROUP, LLC

**TREASURER**

THOMAS HOOD

**VILLAGE ATTORNEYS**

DEL GALDO LAW  
GROUP, LLC

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

**SALARY:** \$15 per hour depending on qualifications.

**APPLY BY:** downloading an application from our Village website: [www.broadview-il.gov](http://www.broadview-il.gov). Submit completed application to LeTisa Jones, Village Administrator at [ljones@broadview-il.gov](mailto:ljones@broadview-il.gov). Position is open until filled. Applications are due by Friday, October 28, 2022.

**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.

**ESSENTIAL FUNCTIONS INCLUDING, BUT ARE NOT LIMITED TO:** Part-time position transports passengers on a pre-determined route and assists with boarding and unboarding 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 varies Monday – Friday from 8:00 a.m. to 2 p.m.

**SELECTION:** Candidate screening process may consist of an application review, interviews, background check and qualifying pre-employment drug screen.