



TRUSTEES

JUDY ABRAHAM

SHEILA ARMOUR

PATRICIA CHAO-MALAVE

JUDY MILLER

ANDREA SENIOR

JARRY SHELBY

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)

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. Submit completed application to LeTisa Jones, Village Administrator at ljones@broadview-il.gov. Position is open until filled. Applications are due by Thursday, December 15, 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.