

## **Bus Driver - Facilities Assistant**

Town of Pelham NH- Hobbs Community Center

The Town of Pelham, NH – Hobbs Community Center is seeking a Bus Driver – Facilities Assistant. Must be able to follow written and verbal instructions, organize and manage time. Must have good communication skills and present a professional demeanor that displays a genuine interest in our bus riders.

Essential duties and responsibilities include: advance trip preparation by researching destination directions, etc.; maintain the Hobbs Community Center bus by performing checks to ensure safety and working order of bus; cleaning the bus's interior and exterior; transport passengers to all destinations safely and timely; assist passengers entering and disembarking the bus; assist at the community center as needed between van duties and runs with facility needs, including but not limited to, moving tables & chairs for functions; update exterior signage; watering plants; managing trash disposal; courier for interoffice mail. Must be at least 21 years of age and possess a current CDL.

For a full job description, please visit our website at <http://www.pelhamweb.com/employment>. Please apply with a copy of your CDL B License and a certified copy of your driver's record at the Selectmen's Office, 6 Village Green, Pelham, NH 03076 by 4PM EST by September 9, 2016 at 4PM EST. No phone calls please. The Town of Pelham NH is an Equal Opportunity Employer.