



County of Saint Joseph, Indiana
Department of Human Resources
227 West Jefferson Boulevard
South Bend, IN 46601
Phone: 574-235-9547 Fax: 574-245-6602

Position: Canoe Shuttle Driver

Opening Date: March 13, 2017

Closing Date: May 20, 2017

Salary: \$9.00/hr

Department: Parks

Location: St. Patrick's County Park

Description:

This position is part-time, seasonal, non-exempt and is covered under the Saint Joseph County Employee Policy Manual.

Responsible for the transportation of the participating public between Keller Park, St. Patrick's County Park, and the Niles, MI public landing. Prepares canoe van for daily rental transportation, includes fueling vans, unlocking doors, and hooking up the canoe van to canoe trailer. Prepares canoe rental area and associated equipment for rental operations and assists canoe staff with loading required equipment into van when shuttle is needed.

Hours: 10:45am – 7:00pm

Shifts: Saturday, Sunday, Holidays

Essential Functions:

Assist patrons with launching canoe from St. Patrick's and Keller Park launch site.

Assist patrons at St. Patrick's and Niles dam canoe recovery area when they return.

Return rental equipment to appropriate storage area.

Make sure that work areas including canoe vans and trailers are clean.

Report any hazardous conditions to supervisor when noticed.

Communicate with park ranger or supervisor regarding program, problems and supply needs.

Other duties as assigned.

Qualifications:

Must be at least 21 years old and possess a high school diploma or GED.

Possess a Public Passenger Chauffeur's License.

Ability to communicate effectively orally and in writing.

Equal Opportunity Employer

Ability to establish and maintain effective public relations at all social and economic levels.

Must have adequate transportation to commute to and from work site.

Ability to speak, read and understand Spanish is recommended.

First aid and CPR training and certification are recommended.

Be advised that St. Joseph County approved an ordinance banning smoking; St. Joseph County Parks are included in that ban.

Be advised that St. Joseph County Parks' staff is subject to random drug testing.

While performing these jobs, the employee is required to speak; hear; stand; walk; use hands to finger; handle and feel; reach with hands and arms; sit; climb; balance; stoop; kneel; crouch; crawl; taste and smell.

Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; ability to adjust focus.

While performing the duties of this job the employee will be exposed to wet conditions; cold and/or hot conditions; and outside weather.

The employee must be physically able to lift object weighing 50 lbs. or more and perform duties requiring physical exertion.

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