



Lead Driver – Waite Park

Are you looking for a position that makes a difference in the lives of others? Look no further! We are looking for a compassionate, enthusiastic, and dependable individual to join our team supervising our Waite Park Transit location. The ideal candidate for this full-time leadership position should have bus driving experience, be personable, customer-focused, value safety, be a logical thinker and a proactive problem-solver.

Other benefits include: 12 paid holidays per year, Vacation, Health, Dental, Retirement, Life Insurance, training/development opportunities, etc.

Starting Hourly Wage: \$21.83- \$24.56

Primary responsibilities of this position will include:

- *Supervision of Drivers- Assign duties, schedule routes, evaluate performance, coach, and conduct necessary corrective action.
- *Assist in hiring, training and orientation of staff.
- *Approve staff schedules, timesheets and ensure the efficient operations of the department to meet customer needs.
- *Fulfill regular Bus Driver duties on scheduled routes as needed.
- *Communicate with Dispatch and Drivers using tablets, two-way radios.
- *Understand, model and enforce all agency and department policies and procedures.
- *Supervise completion of daily, weekly and annual bus inspections, maintenance and repair.
- *Supervise bus storage facility, grounds and related equipment cleaning, maintenance and repair.



Qualifications:

- *High school diploma, plus three years' bus driving experience.
- *CDL with a passenger endorsement, MNDOT medical exam card.
- *DMV and criminal background check, pre-employment drug screening, as well as random protocol.
- *Ability to sensitively work with wide range of passenger needs including developmental disabilities, physical disabilities, memory loss, as well as difficult or uncooperative customers.
- *Effective written and verbal communication skills.
- *Proficient in Microsoft Office programs, navigation software, tablets, etc.
- *Basic supervisory skills desired.
- *Bi-lingual, desired.

To apply:

Go to our website: www.tricap.org and complete/submit the online application materials or email hr@tricap.org or call 320-251-1612 to request the application. Position is open until filled.

The mission of Tri-CAP is to enhance and expand opportunities for the economic and social well-being of our residents and our communities.