

Mission Statement

The mission of the Torrance Transit System is to provide reliable, safe, inexpensive, and courteous transportation to our customers — the people who live, work, and do business in the City of Torrance.

The City

Located in Los Angeles County's South Bay, Torrance borders the Pacific Ocean and beach communities to the west and the Palos Verdes peninsula to the south. Ideally situated near the 405 (San Diego) freeway and 20 minutes from the Los Angeles International Airport, Torrance occupies 21 square miles, including a beach-front and the Madrona Marsh, a fresh-water habitat. Torrance is within a 45-minute drive of many major Southern California attractions.

Incorporated in 1921 and chartered in 1947, Torrance has a population of nearly 147,000 and is the 12th largest city in California. Torrance is a full-service city with an annual budget in excess of \$200 million and a staff of over 1600 in 14 departments. The City has a council-manager form of government with an elected mayor and six council members.

The area enjoys a pleasant year-round climate with warm temperatures, gentle sea breezes and low humidity. The City boasts 46 parks and recreation amenities and six public libraries. The 502-seat James Armstrong Theatre in the Torrance Cultural Arts Center is an excellent venue for professional and local productions.

The community's population is culturally rich with an estimate of more than 80 languages spoken in local schools. Contributing to this diversity are such world-class international companies as Toyota Motor Sales, U.S.A., American Honda Motor Company, Hi-Shear Corporation, Robinson Helicopter, Honeywell, Panasonic, and Virco Manufacturing, each of which call Torrance home. Four major shopping centers are located in Torrance, including Del Amo Fashion Center, one of the largest shopping centers in the world.



City of Torrance

Human Resources Division
Of the City Manager's Office
3231 Torrance Boulevard
Torrance, California 90503

Jobline: (310) 618-2969

Office: (310) 618-2915

Fax: (310) 618-2995

Email: jobinfo@TorranceCA.Gov

Websites: <http://www.TorranceCA.Gov>

<http://www.TorranceCA.Gov/jobs>

City of Torrance



**Invites Applications
for
APPRENTICE RELIEF
BUS OPERATOR
Job Code 15095105
(Non-Civil Service)**



www.TorranceCA.Gov

Ideal Candidate will...

- Have **outstanding** customer service skills?
- Have a track record of **safe** driving?
- Take **pride** in your work?
- Have an interest in working for a mid-size transit agency where you're known by name and your contributions are **valued**?

Minimum Requirements

- NO prior commercial passenger transportation driving experience.
- 6 months of work experience involving customer service or contact with the public.
- At least 21 years of age.
- Five (5) years of driving experience in California with no points over the last three years.
- Availability to work various shifts on weekdays, weekends, evenings and holidays.

Note: Meeting minimum requirements does not guarantee an invitation to the written exam.

Upon successful completion of the training program, you will be equipped to obtain the licenses and certificates needed to become an **Apprentice Relief Bus Operator** for the City of Torrance.

The provisions of this announcement do not constitute an expressed or implied contract and any provisions contained in this announcement may be modified or revoked without notice.

TORRANCE TRANSIT

APPRENTICE RELIEF

BUS OPERATOR

(Job Code 15095105)

Non-Civil Service

Torrance Transit is actively recruiting customer service oriented individuals who are interested in obtaining the necessary training for a career in public service.

Career Growth In Transit

During training, you will receive **\$12.32 per hour plus one party health insurance.**

After successful completion of the training program, Apprentice Relief Bus Operators will be paid **\$14.56 per hour** and work up to 35 hours/week.

Once you have become an Apprentice Relief Bus Operator, there are potential growth opportunities such as:

Relief Bus Operator (Part-Time up to 35 hours/week) **\$18.07 - \$19.91 per hour plus PERS pension. At Step 3, employees receive Dental & Vision Insurance.**

Bus Operator (Full-Time) **\$20.49 - \$24.94 per hour plus full benefits.** This promotional opportunity is only available to current Torrance Transit Relief Bus Operators.

How To Apply

Submit your completed standard City of Torrance application **AND** supplemental application **PLUS** an original complete California DMV H6 record.

**City of Torrance
Human Resources
3231 Torrance Blvd
Torrance, CA 90503**

Applications are available at the above address. You may call the Jobline at (310) 618-2969 or email jobinfo@TorranceCA.Gov with name and address to request an application.

Testing Process

Only those applicants whose experience best meet the needs of the City will be invited to the examination process.

The examination will consist of a written test, which will test customer service, basic math, reading and writing skills.

As a condition of employment, you will be required to pass a pre-employment medical examination, drug/alcohol test, and a background investigation.

Special Notes

In accordance with the Memorandum of Understanding between TME-AFSCME Local 1117 and the City of Torrance, new employees covered under that memorandum shall become members in good standing or pay the required service fee to said Local 1117.

Applicants with disabilities who require special testing arrangements must contact Human Resources .

CITY OF TORRANCE
Apprentice Relief Bus Operator Trainee
SUPPLEMENTAL QUESTIONNAIRE

Print Name _____

This completed questionnaire and California DMV H6 record must be submitted with the City Application.

How many months work experience do you have in customer service or public contact?

- Less than 6 months
- 6 months to 1 year
- 1 to 3 years
- More than 3 years

Have you been licensed to drive in California for a minimum of 5 years?

- Yes
- No

How many points do you have on your driving record in the last three years?

- 0
- 1
- 2
- 3 or more

Are you available to work various shifts Sunday through Saturday from 4 am to midnight?

- Yes
- No

I certify that the information I have provided is true and accurate to the best of my knowledge. I understand that this information is subject to verification.

Applicant signature: _____