



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB POSTING

Open

Opening Date: 08/09/2024

Closing Date: 08/22/2024

Position Title: Transporter / Class C / Part-Time

Department: Tule River Indian Study Center

Work Schedule: Monday-Friday 1:30PM- 6:30PM (Hours Vary)

Wage Rate: Pay Range 31: \$16.78-\$21.48/HR/ Overtime Eligible

If you are interested in this position, please submit the following:

- Completed Application
- If claiming Tribal Preference please provide proof of Tribal Identification
- If claiming Veteran's Preference please attach DD214

All requested information must be in the Tribal Administration Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

Submit To:

Human Resources

Tule River Indian Tribe of CA

340 N. Reservation Rd.

Porterville, CA 93257

E-mail: Teresa.Ceballos@tulerivertribe-nsn.gov

IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB DESCRIPTION

POSITION TITLE: Transporter / Class C
Part-Time

WORKSITE:
Tule River Indian Study Center
568 W. Olive Ave.
Porterville, CA 93257

GENERAL POSITION DESCRIPTION

Under the supervision of the Director of Education and Transportation Supervisor, the Class C Transporter was established for the purposes of transporting students over scheduled routes and/or to/from special excursions in a department vehicle; ensuring vehicle operation is in a safe operating condition, ensuring safety of Tribal students during transport, loading and unloading from department vehicles; and assisting with driving needs during department led activities.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Drives department class C vehicles for the purpose of transporting after school education program students over scheduled routes from school to the center and back to the Ed Center on the reservation after daily programming.
2. Maintains assigned vehicles, both interior and exterior for the purpose of ensuring safety, appearance, and sanitation of vehicles.
3. Fuels assigned vehicles (e.g. oil, water, fuel, etc.) for the purpose of maintaining vehicles in a safe operating condition.
4. Prepares documentation (e.g. daily mileage and condition reports, incident/accident reports, inspections, disciplinary and positive behavior reports, mileage, etc.) for the purpose of providing written support and/or conveying information.
5. Assist in supervision of students.
6. Performs first aid as necessary for the purpose of meeting the immediate health care needs of passengers.
7. Monitors passengers during transit for the purpose of maintaining order and ensuring the safety of passengers.
8. Attends meetings, trainings, etc. for the purpose of maintaining skills and meeting department and license/State requirements.
9. Performs pre-trip and post-trip inspections (e.g. fluid levels, tire pressure, exterior condition, etc.) for the purpose of ensuring the safe operating condition of the vehicle and meeting state requirements.
10. Other duties as assigned by the Director.

MINIMUM QUALIFICATIONS:

1. Adhering to safety practices; administering first aid; and operating department class C vehicles and related equipment.
2. Ability to work with K-12th grade youth and all other staff in providing transportation services after school and during department led activities.
3. Ability to provide a pleasant and safe atmosphere while transporting students.
4. Must be capable of reading technical information, compose a variety of documents, and/or solve practical problems.
5. Willingness and ability to assist in scheduling transport routes, trips, and basic calculations.
6. Must have a valid California class C license and be insurable through the Tribe. Must successfully complete a pre-employment drug/alcohol screen and background investigation.
7. Must be attentive to detail; exercise sound judgement; working without close supervision; communicating with diverse groups; establishing and maintaining effective working relationships; meeting scheduled timelines, and setting priorities.
8. If previously employed within the Tule River Indian Tribe of California entities; you must have acceptable work history.
9. Must be able to work a flexible schedule (as hours will be scheduled to accommodate Students' needs and participation).

KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to read and comprehend documents pertaining to Tribal policy & procedures, rules & regulations and operating instructions.
2. Ability to take and follow directions
3. Ability to attend job related training.
4. Ability to work weekends and Holidays (when needed).
5. Ability to work shifts that may exceed 8 hours (when needed).
6. Ability to write reports.

WORKING CONDITIONS:

Position requires prolonged sitting for long periods as well as stooping, squatting, lifting, carrying, pushing and climbing in the performance of daily activities. Able to work a flexible schedule. Must be able to travel, enter, and exit a vehicle without assistance and withstand exposure to adverse weather conditions. Requires good manual dexterity (hand, hand with arm, two hands) and multi-limb coordination movement. Must be able to lift, push, pull or carry objects, use abdominal and lower back muscles to provide support over time without fatigue. Acute hearing is required. Regularly works near moving mechanical parts and in outside conditions that include inclement weather, heat and humidity, and exposure to dust

and asphalt. Frequently must be able to lift up to 10 pounds, normally must be able to lift up to 40 pounds, and occasionally must be able to lift up to 50 pounds. Noise level is generally loud. This job will require the use of a vehicle, and an employee must be able to have those repetitive motions and coordination associated with operating a vehicle or equipment.

This position reports to: Transportation Supervisor and Education Director

Salary: Pay Range 31: \$16.78- \$21.48/HR/ Paid Bi-Weekly/
Overtime Eligible

Hours: Monday-Friday 1:30PM – 6:30PM
Hours may vary

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN APPLICANTS IN ACCORDANCE WITH THE TULE RIVER INDIAN PREFERENCE ORDINANCE; VETERAN PREFERENCE