



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB POSTING

Department Only Promotion

Opening Date: 01/14/2025

Closing Date: 01/21/2025

Position Title: Class B Transporter and Grounds Maintenance

Department: Tule River Indian Study Center

Work Schedule: Monday-Friday 9:30AM- 6:30PM (Hours Vary)

Wage Rate: Pay Range 31: \$16.78-\$21.48/ HR / Paid Bi-Weekly

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

- Completed Application
- Cover Letter and Resume
- High School Diploma or GED
- 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: Class B Transporter
And Grounds Maintenance

WORKSITE:
Tule River Indian Study Center
568 W. Olive Ave
Porterville, CA 93265

GENERAL POSITION DESCRIPTION

Under the supervision of the Director of Education and Transportation supervisor, the Class B Transporter and Grounds Maintenance provider 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. In addition, this position maintains the facility grounds and provides maintenance and building upkeep.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Drives department class B 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. Ability to maintain and operate grounds machinery and equipment.
11. Other duties as assigned by the Director.

MINIMUM QUALIFICATIONS:

1. Adhering to safety practices; administering first aid; and operating department class B 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 B 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 policy and procedures, rules and regulations, and operating instructions.
2. Ability to add, subtract, multiply, and divide.
3. Ability to write reports, correspondence, take directions, and follow orders.

WORKING CONDITIONS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally the position requires near and far vision in driving; proofreading correspondence and work related documents. Acute hearing is required. Typically office work setting conditions. 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. This job also requires the use of a vehicle, and an employee must be able to have those repetitive motions and coordination associated with operating a motor vehicle.

This position reports to: Director of Education and the Transportation Supervisor

Salary: Pay Range 31: \$16.78-\$21.48 / HR Paid Bi-Weekly \$16.78 per hour

Hours: Monday-Friday 9:30AM – 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