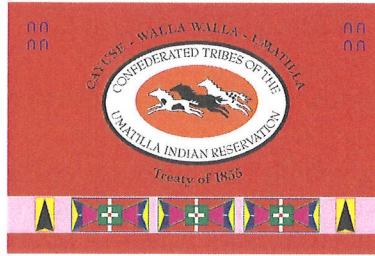


**CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION  
46411 TIMÍNE WAY, PENDLETON, OR 97801  
(541) 276-3570 FAX (541) 276-9060**



**POSITION DESCRIPTION and VACANCY ANNOUNCEMENT**

**POSITION TITLE:** Public Transit Fleet & Equipment Detail Technician

**SALARY:** Pay Range: 4  
\$30,318.48 -\$39,063.00 annual DOE/DOQ

**DEPARTMENT:** Planning Department/Kayak Public Transit

**LOCATION:** Public Transit Facility located by the Nixyaawii Governance Center, Mission, OR.

**EMPLOYMENT STATUS:** Full Time status with the benefits package/Safety Sensitive Position  
*subject to random drug testing*  
Non-Exempt

**SUPERVISED BY:** Public Transit Fleet Mechanic

**OPENING DATE:** October 1, 2024

**CLOSING DATE:** Open until filled with review on November 1, 2024

**CTUIR MISSION STATEMENT**

Exercise the Tribe's sovereign authority to achieve the maximum protection of resources identified in the Treaty of 1855, to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of all the citizens and residents of the Umatilla Indian Reservation. This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation.

**GENERAL STATEMENT OF DUTIES**

Responsible for detailing Transit Fleet Vehicles and Bus Shelters daily at the CTUIR Transit Facility located behind the Nixyaawii Governance Center. The work performed shall be as vehicles are available off route,

which may be during weekdays or on weekends. Includes ensuring vehicles are equipped with required safety items and cleaning supplies, reporting any damages, and turning in lost and found articles. Responsible for maintenance and servicing of all Bus Shelters on the Umatilla Indian Reservation.

#### EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

1. Detail, disinfect and wash fleet vehicles (interior and exterior) and assure that vehicles are kept clean as outlined on a regular schedule.
2. Detailing, disinfecting, and washing vehicles includes sweeping, mopping, cleaning seats and upholstery, dusting, washing windows, mirrors, interior glass, cleaning window casings and tracks, cleaning ceilings and walls, handrails, removing splash marks, fingerprints, grease marks, trash receptacle cleaning, etc.
3. Complete accurate written reports of vehicle detailing and submit to Dispatch in a timely manner. This includes reporting damage, malfunctions, and other irregularities.
4. Safely operate, maintain, and clean bus washing equipment and tools. Properly clean work area after each shift.
5. Turn in lost and found items to Dispatch.
6. Conduct periodic inventory check of bus cleaning supplies and replenish through dispatch.
7. Assist in transport of Fleet Vehicles to and from Repair Facilities.
8. Perform other duties as assigned related to program needs.
9. Commercial Disinfecting Fogging Machine on a daily/weekly basis.
10. Position requires movement of 8 to 30 passenger vehicles from Bus Barn to Shop Facility.
11. Responsible for utilizing Kayak's Service Vehicle to maintain and service all Bus Shelters.
12. Requires full operation of Pressure Washer and the maintenance of keeping it in a state of good condition.
13. Shop cleanliness is required. Cleaning of pieces of equipment, tabletops inside the Shop area. Floors need to be washed on an as needed basis.
14. Must be able to work with minimal supervision.

SUPERVISORY AUTHORITY: None

SIGNATORY AUTHORITY: None

ACCESS TO SENSITIVE AREAS: Transit Facility

**REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications.)**

1. High school diploma or equivalent.
2. Must possess a valid driver's license (for moving vehicles on the lot); meet tribal insurance requirements.
3. Knowledge of safe cleaning methods, techniques, and use of equipment.
4. Extensive bending, stretching, and twisting to complete job duties.

#### PHYSICAL DEMANDS:

1. Lift up to 50 lbs.
2. Ability to work in environmental factors including exposure to dirt, pollen, odors, wetness, humidity, rain, fumes, temperature, noise, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

Pursuant to Tribal Worker’s Benefit Code, Section 4.02.A. “All workers shall disclose any pre-existing physical or mental disorder and/or disability that could potentially affect or impair the worker’s ability to perform in a reasonable and safe manner the activities involved in the position in which they work. Disclosure shall be made in the employment application or interview before commencing employment or before commencing new job duties after job reclassification, reassignment, promotion, demotion, or other change in job duties. The content of such disclosure shall be made promptly by the covered worker after submitting a claim for benefits under this Code.”

**SELECTION PROCESS:**

Tribal Personnel Policies Manual, Section 3.01: Employment Preferences

The Tribe's employment preferences shall be as follows:

1. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to CTUIR members and to other Indians enrolled in federally recognized tribes. This CTUIR member and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.
2. Veteran’s Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
3. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source, and shall apply to all classes of positions referenced in §3.05.
4. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, gender, sexual orientation, age or national origin.

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant’s qualifications and experience as it applies to this position. Applicant’s who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview.

**DRUG FREE WORKPLACE:**

The Confederated Tribes of the Umatilla Indian Reservation has a “Drug Free Workplace Policy” and will conduct Pre-Employment Drug Testing. A pre-employment drug test is required before any employment offer is to be made. All tribal employees classified as safety sensitive are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies Manual.

**APPLICATION DEADLINE:**

Complete Tribal employment applications will be accepted until at 4:00 P.M., on the posted closing date as found on Page 1 of this announcement, or postmarked by that date. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL REQUIRED INFORMATION, AS FOUND IN THE “REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL” BELOW WILL BE CONSIDERED.** Employment application packets received after the application deadline will not be considered.

**It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.**

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

1. Completed Tribal Employment application.
2. Cover letter explaining your qualifications and experience relevant to the functions of this position.
3. Personal resume identifying your qualifications and experiences relevant to the functions of this position.
4. Completed CTUIR's Supplemental Application Form if applicable.
5. High School Diploma/GED or copy of official college transcripts (if applicable).
6. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
7. Veteran's preference: Must provide proof of honorable service and discharge or completed Form DD214.

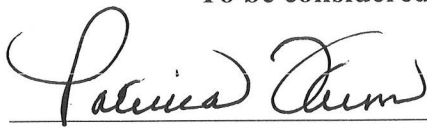
APPLICANT RESPONSIBILITY

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

OBTAIN AND SUBMIT APPLICATION TO:

Confederated Tribes of the Umatilla Indian Reservation  
Office of Human Resources  
Staffing and Onboarding  
46411 Timine Way  
Pendleton, OR. 97801  
Phone: (541) 276-3570 or Fax: (541)276-9060

**To be considered, application package must be post marked by the closing date.**



Approved: Patricia Farrow, Staffing & Recruitment Specialist,  
Office of Human Resources

10/01/2024

Date

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**Applicant Review and Acknowledgement**

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

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Applicant Signature

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Date

