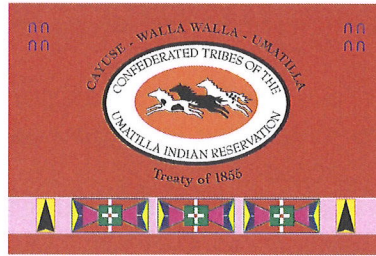


CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION
46411 TIMÉNE WAY, PENDLETON, OR 97801
(541) 276-3570 FAX (541) 276-9060



POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

POSITION TITLE: Public Transit Bus Driver-Part Time (2 positions)

SALARY: Pay Range: 3
\$13.03 hourly
Non-exempt

DEPARTMENT: Planning Department

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

EMPLOYMENT STATUS: Part-Time with partial benefits
Safety Sensitive Position (employees scheduled to work 129 hours or less
per calendar month) *Subject to random drug testing*
Non-Exempt

SUPERVISED BY: Public Transit Operations Supervisor

OPENING DATE: October 8, 2020

CLOSING DATE: Open until filled with review October 15, 2020

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.

EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

1. Complete vehicle pre/post trip inspections as required and utilizing methods designated by the Oregon Department of Transportation (ODOT) and the Federal Transit Administration (FTA). Prepare and submit vehicle inspection reports and advise dispatcher of any immediate repairs or irregularities needing attention.
2. Complete legible and complete driver logs in support of providing accurate data for state and federal reporting. Submit legible and complete driver logs after each route to dispatcher for immediate logging, data entry, and filing as needed.
3. Operate an 8-14 passenger vehicle on various routes and schedules providing service to the general public, persons with disabilities, and the elderly. Once CDL is obtained operate 11-30 passenger vehicle.
4. Assist passengers as needed with boarding or disembarking vehicles including assistance with wheelchairs, competently using wheelchair lift to board passengers with a variety of wheeled mobility devices. Properly secure passengers in wheeled mobility devices.
5. Promote good passenger relations by providing positive interaction and treatment of passengers; greet passengers in a tactful and professional manner; assist with seating, questions, directions, and other public service related matters; assure passenger comfort, safety, and security.
6. Complete, prepare and submit any required paperwork accurately and as scheduled, including but not limited to timesheets, trip incident forms, accident forms, and vehicle inspection forms; submit safety memorandums; and/or other miscellaneous reports as required.
7. Fuel vehicles and turn in receipts.
8. Perform light mechanical adjustments as needed, under the guidance of the Fleet & Safety Manager or Fleet Mechanic.
9. Maintain communication with dispatcher, other transit vehicles, and Public Transit supervisory staff as instructed with mode of communication provided for bus driver use to report unusual conditions, reportable incidents, vehicle collisions, road conditions, passenger safety and security issues, traffic or vehicle equipment problems.
10. Utilize universal health and safety precautions when handling blood, urine, feces, vomit and/or other potentially infectious materials to prevent disease transmission.
11. Must remain calm and in control following an incident involving a passenger and/or other vehicle including directing evacuation of the bus, if necessary; responsible for passenger safety and security following a bus evacuation, responsible for mitigating passenger injury; responsible for vehicle safety and security following an incident.
12. Maintain courteous and professional conduct with co-workers, passengers, and the general public at all times projecting a positive public image of our public transit program and services offered.
13. Responsible for the interior and exterior cleanliness of vehicles including outdoor work in inclement weather and daily pick up and sanitation of the vehicle interior.
14. Care for and turn in lost and found articles to dispatcher.
15. Learn all bus routes, schedules, streets, and bus stop locations provided by our public transit program.
16. Attend training sessions and meetings as assigned.
17. Assist with problem solving by documenting complaints; make recommendations for changes that would improve policy or procedures and improve the public transit program and services it provides to the public; research and draft suggested policy and/or procedural changes and submit to dispatcher.
18. Assist in training new hires in policy, procedures, transit skills, and learning the various routes and services.
19. Perform other duties as assigned related to the position.

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 Oregon driver license and meet insurance requirements.
3. Must obtain a Class A, B or C CDL with passenger endorsement within 6 months of date of hire.
4. Strong oral and written communication, preference given to Spanish speaking applicants.
5. Excellent customer service and customer relation skills.
6. Must provide safe driving, obeying all traffic laws and adhere to safety and security rules and regulations applicable to the transportation of passengers including the general public, persons with disabilities, and the elderly.
7. Ability to drive under all conditions of weather, roadways, and traffic while successfully dealing with passengers, routes, and schedule requirements.
8. Ability to resolve conflicts and customer complaints in a courteous, professional manner.
9. Maintain punctual and regular, reliable attendance to provide dependable service to the public; complete all work (including paperwork) in a timely manner.
10. Ability to remain flexible in handling changes that may occur without much prior notification.
11. Must follow all safety rules and regulations related to transit services and dealing with emergency situations.
12. Undergo all training required including fire extinguisher and bus evacuation training.

PHYSICAL DEMANDS:

1. Speak clearly to provide information.
2. Sit in a transit vehicle for extended periods without a break and work long shifts, when needed.
3. Use of full body capacities to properly and safely operate transit vehicles, conduct inspection of vehicles, and to assist passengers.
4. Maneuver wheeled passenger devices (approximately 600 lbs.)
5. Lift up to 50 lbs.
6. 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.

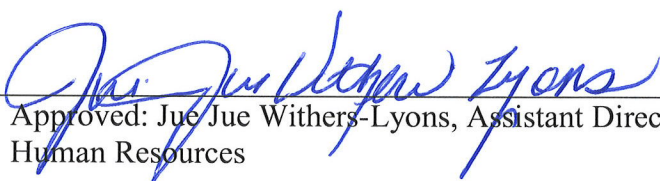
APPLICANT RESPONSIBILITY

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 Recruitment
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: Jue Jue Withers-Lyons, Assistant Director, Office of
Human Resources

10.8.2020
Date

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.)*

Applicant Signature

Date

