



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

****READVERTISEMENT****

POSTING NO: 143-19

OPENING DATE: 12/13/2018

CLOSING DATE: Open Until Filled

POSTED: IN/OUT

POSITION: Bus Driver (Part Time)
PAY GRADE: NE6
FLSA STATUS: Non-Exempt
POSITION TYPE: Part Time (25 hr/wk)
FUNDING SOURCE: POI Funded
DEPARTMENT: Head Start/Early Head Start/Child Care
REPORTS TO: Facilities Coordinator
BACKGROUND LEVEL: Child Care

JOB PURPOSE: Provides a safe, positive, and supportive environment for Head Start children that ride the bus. Assists in maintaining equipment and Tribal vehicles for the Isleta Early Head Start, Head Start & Childcare Center.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

- Assists the Facilities Coordinator to develop, implement, and monitor transportation routes.
- Provides safe, reliable, and efficient transportation for young children and passengers to and from the Head Start Center and field trips on a regularly scheduled basis.
- Drives bus in all weather conditions.
- Performs roll call of the children when loading and unloading the bus.
- Conducts safety drills on a regular basis, and assists the Head Start Staff in teaching bus safety to the children.
- Inspects vehicles before driving to include: gas, oil, water, tires, and brake and transmission levels, to ensure safety of operation.
- Performs routine safety checks on vehicles to include: operable brake lights, turn signals, tire pressure, first aid kit, and emergency road kit.
- Ensures maintenance and cleanliness of all buses.

- Follows program approved procedures, Head Start Performance standards, and notifies center office of any crisis or emergency situations; follows all federal, state, local, and tribal traffic and safety regulations.
- Reports parent comments and concerns to appropriate personnel.
- Performs chaperone duties during field trips as assigned.
- Attends all training pertinent to job and the Head Start and Child Care Program.
- Drives tribal vehicles for trash disposal and other tasks.
- Works various shifts to include early mornings, late evenings, and occasional weekends.
- Maintains confidentiality of student and program information and issues.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- High School Diploma or GED. ***Submit proof of education by attaching a copy of your High School Diploma or GED***
- Commercial Driver's License with Class B, School Bus and Passenger Endorsements. ***Submit proof of your Commercial Driver's License with Class B, School Bus and Passenger Endorsements.***
Failure to submit required documents will result in an incomplete application and will not be processed.
- Experience with children preferred.
- Tiwa speaking preferred.
- CPR and First Aid Certifications.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must be able to pass background check, with NO prior convictions of any felonies.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.
- Must have fingerprinting completed prior to employment.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of traditional form of government and pueblo customs and traditions.
- Knowledge of occupational hazards and applicable safety practices.
- Knowledge of rules of the road and road signage.
- Knowledge of New Mexico driver and passenger service regulations.
- Knowledge of the pueblo community, surrounding areas, and the City of Albuquerque.
- Skill in displaying mature, patient, and understanding behavior.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to drive safely and efficiently.
- Ability to use a variety of hand tools in performing minor maintenance.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to understand and follow oral and written instruction.
- Ability to learn the methods of cleaning and caring for vehicles and equipment.
- Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice, and desire to help when dealing with people.

- Ability to use effective communication skills, both verbal and written, and provide reports as needed.
- Ability to work professionally and cooperatively with staff, parents, and community members
- Ability to understand and learn Head Start Standards, regulations, handbooks, and policies used for implementation and reporting requirements.
- Ability to respond to and remain calm in an emergency or crisis situations.

PHYSICAL DEMANDS:

- Works extensive hours with small children.
- Stoops, kneels, bends, etc. in order to get down to a child's level.
- Requires the ability to sit for up to 6 hours per day; use of back, arms, hands, and legs to operate bus.
- Specific vision abilities include close vision, distance vision, peripheral vision, and ability to adjust focus.
- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 50lbs.

WORK ENVIRONMENT

- Work is performed both indoors, outdoors, and in a bus environment.
- Exposure to exhaust and gas fumes may occur when driving or monitoring the buses or vans.
- Exposure to unpleasant odors, hazardous material and infectious disease.
- Travel within and outside of the Pueblo area is required.
- Work is performed in a childcare center with high noise level.

PREFERENCE:

Tribal preference and Native American Indian preference shall apply to all positions at Pueblo of Isleta.