



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
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VACANCY ANNOUNCEMENT

POSTING NO: 042-24

OPENING DATE: 03/22/2024

CLOSING DATE: Open Until Filled

POSTED: IN/OUT

POSITION: Van Driver
PAY GRADE: NE2 (\$15.50/hr. - \$20.05/hr.)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI Funded
DEPARTMENT: Elder Center
REPORTS TO: Outreach Manager
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: Drives clients to various destinations in a safe and timely manner including non-medical appointments, shopping, errands, field trips, visitations, and center activities. Ensures client safety by adhering to established department policies, procedures, and regulations.

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:

- Transports passengers consisting of elderly clients to destinations as scheduled.
- Assists with the loading and unloading of passengers.
- Uses wheelchair lifts and wheelchair tie downs to ensure the safety and security of passengers.
- Observes all designated speed limits and driving laws while operating vehicles.
- Verifies pick up and drop off sites for clients.
- Exhibits cooperation, courtesy and a positive attitude toward the public and with clients' families and staff.
- Drives vehicles in all weather conditions.
- Ensures that all vehicles are maintained in a safe operating condition.

- Schedules routine vehicle maintenance including; oil changes, brake inspection, wheel alignments, and reports problems or repairs as needed.
- Performs preventative pre-trip and post-trip inspections on vehicles and keeps records of mileage.
- Documents client contact and compiles data.
- Follows proper procedures and policies when involved in an accident or when a client is hurt in the van; ensures accident report is completed in a timely manner.
- Attends meetings and in-services as assigned.
- Maintains complete confidentiality of client information.
- Observes and follows all policies and procedures set forth by supervisor.
 - Performs other job duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- High School Diploma/GED.
- One year related work experience.
- Ability to speak Tiwa is preferred.
- Must be able to pass a TB screening.
- First Aid and CPR Certification.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of rules of the road and road signage.
- Knowledge of New Mexico driver and passenger service regulations.
- Knowledgeable of the pueblo community, surrounding areas, and the City of Albuquerque.
- Skill in the operation of 8, 15, or handicapped passenger vans with the ability to use the handicapped equipment located on van.
- Ability to demonstrate sensitivity to the needs of the elderly.
- Ability to drive safely and efficiently.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to respond to and remain calm in an emergency or crisis situations.
- Ability to exercise independent judgment.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to maintain confidentiality.
- Ability to work independently and meet strict time lines.
- Ability to communicate efficiently and effectively both verbally and in writing.

PHYSICAL DEMANDS:

- Must be able to sit for up to 6 hours per day while driving.
- Uses back, arms, hands when opening doors and using wheelchair lifts, levers, and equipment.
- Must be able to use long range vision while operating vehicles.
- Position requires frequent lifting of 50 lbs.

WORK ENVIRONMENT:

- Work is performed indoors, outdoors, and in an automobile or passenger van.
- Exposure to exhaust and gas fumes may occur when driving or monitoring the automobile or van.
- Exposure to outdoor weather conditions.
- Travel within and outside of the pueblo area is required.
- Noise level is usually moderate.

PREFERENCE:

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