

# PYRAMID LAKE PAIUTE TRIBE

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## JOB ANNOUNCEMENT

### **TRANSIT OPERATOR**

Transportation Program, Nixon, NV

\$13.02-13.68 per hour; Regular; Full-Time (40 hours/week);

Non-Exempt, CL: 115, Grade:13, Step 1-3; DOE

**Date Posted: 11/19/2018**

**Date Closes: 12/04/2018**

**DEFINITION:** Drive transit vehicles in a safe manner over assigned routes according to established time schedules while being courteous to the public and maintaining order in the vehicle. Check fluid levels and conduct routine vehicle inspections. Perform other related duties as required.

### **DUTIES AND RESPONSIBILITIES:**

Operate transit vehicle on a designated route and schedule, safely pick up and discharge passengers. Collect fares, count riders, operate wheelchair lifts and restraints for passenger safety and comfort; regulate heating, cooling, lighting, and ventilation systems for passenger comfort; receive passenger surveys.

Adhere to all traffic rules, regulations, laws, and utilize planned routes, except when road conditions dictate change of plans for safe delivery. Enforce consistent passenger rules for rider and driver safety.

Assist passengers, including the elderly and physically challenged, in boarding and exiting the vehicle as necessary. Deliver meals and pantry items to homebound elders as directed.

Promote positive passenger relations by greeting passengers in a pleasant and courteous manner; give information concerning routes, fares, schedules and transfer points; secure and turn in articles found in vehicle; complete trip and other reports.

Receive input from passengers in a polite manner and attempt to provide appropriate information; refer information to supervisor; make suggestions to supervisor on safety and route improvements; report observed accidents, hazards, and other circumstances requiring attention.

Collect fares from passengers and accurately complete required documentation; submit fare collections to the program supervisor or Finance Department as required.

**DUTIES AND RESPONSIBILITIES, Continued:**

Monitor passenger behavior while transporting to ensure that they are not in distress. Respond to medical situations and administer first aid in emergency situations, including cleanup and disposal.

Check fluids and tires on vehicle before starting; conduct inspections before, during and after operation to note damage or defects, including body damage, tires, radiator, lights, instruments, brakes, radio, and other equipment; report malfunctions as necessary; clean and fuel vehicles.

Record stops on a daily log sheet; prepare accident reports and various reports required by tribal, federal, and state regulations and policies.

Attend training or other informational meetings as necessary. Interact in a professional and respectful manner with Tribal staff and the public.

Attend work on a regular and dependable basis.

Perform other related duties as assigned, including office or service duties as needed.

**MINIMUM QUALIFICATIONS:**

Knowledge of: CPR and basic fire aid procedures; traffic laws and safety requirements in the operation of a public transit vehicle; basic geography of the service area; operation of vehicles, wheelchair lifts, and safety equipment.

Ability to: operate a vehicle safely while observing passenger activities during travel and stops; independently operate large vehicles on assigned route within established time schedules in all weather conditions; demonstrate sensitivity to a diverse group of individuals including the elderly and disabled; deal with the public in a pleasant and courteous manner and to remain calm in adverse weather condition, crowded traffic conditions, and when dealing with irate or disorderly passengers; follow oral and written instructions; communicate effectively verbally and in writing; maintain clear and accurate records, logs, and reports; effectively respond to emergencies on and around vehicles; and to work varied hours, days, and shifts; demonstrate self-motivation, service to the public, and a willingness to do a good job; lift heavy objects on a regular basis; maintain physical condition to assist elders and disabled in and out of vehicles as required.

Must obtain First Aid/CPR certification within three-month probationary period or at first opportunity.

Must have valid Nevada driver's license and able to obtain a Commercial Driver's License. Must provide DMV printout of traffic record. Must possess and maintain a satisfactory driving record and favorably pass a background investigation.

The position is subject to the drug-testing requirements set for the FTA transit programs.

**REQUIRED EDUCATION AND EXPERIENCE:**

High School graduate or GED. Six (6) months to one (1) year of related experience that would demonstrate the ability to perform the duties. Must have good driving habits and experience in vehicle maintenance.

**TO APPLY:** Applications may be obtained from the Human Resources Office at the Tribal Administrative Building in Nixon, Nevada; by writing to the Pyramid Lake Paiute Tribe at PO Box 256, Nixon, NV 89424; or by calling the Human Resources Office at (775) 574-1000/1001, Extension 1119/1120. [www.plphumanresources.org](http://www.plphumanresources.org)

**The Pyramid Lake Paiute Tribe is a drug free work place. Applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment. . In addition, the Tribe implements a Background Investigation Program in which all employees are subject to a background investigation and favorable suitability determination as a condition of employment.**

*Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). However, the Pyramid Lake Paiute Tribe is an Equal Opportunity Employer and all qualified applicants will be considered in accordance with the provisions of Section 703(I) of Title VII of the Civil Rights Act of 1964, amended in 1991.*