

NORTHERN CHEYENNE TRIBE
*****JOB RE-ADVERTISEMENT*****
HEAD START PROGRAM

POSITION: Transportation Manager

SALARY: \$17.89 - \$19.89

SUPERVISOR: Head Start Director

OPENING DATE: February 27, 2020

CLOSING DATE: March 5, 2020 @ 4:00 pm

HOW TO APPLY:

- 1) **Submit a current NCT application.**
- 2) **A copy of High School Diploma & GED is preferred**
- 3) **Copy of CDL, MVR Driving Record.**
- 4) **DOT Physical, TB Test and Hepatitis B vaccination.**
- 5) **Copy of Background Check or Receipt of money order submitted to Tribal Court (\$10.00)**
- 6) **Must be able to acquire First Aide/CPR training upon hire**
- 7) **Copy of Photo ID and Social Security Card**
- 8) **Applicants must be able to pass a background check and drug test**

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED
SUBMIT APPLICATION TO DENISE SWANK, PERSONNEL OFFICER

SUMMARY OF WORK: This position coordinates bus runs, bus aide scheduling and bus maintenance. Requires moderate activity and adherence to the standards of operating a vehicle safely. This position drives bus in all weather conditions. Position may be required to work outside of normal working hours for on-call emergencies. Maintains confidentiality of sensitive information.

JOB REQUIREMENTS:

Knowledge: This position requires knowledge of adequate mechanical skills for vehicle maintenance and emergency troubleshooting. Also a general knowledge of office practices and procedures, knowledge of community, addresses and safe bus driving practices.

Skills: This position requires skills in using a computer, copier and fax machine. Also needs skills in scheduling and communicating with fellow employees and public. Skills required in operating a bus safely and interacting with small children.

Abilities: This position requires the ability to: operate buses in a safe manner; adhere to standards of safety; keep accurate records; make decisions; implement guidelines; retain a positive attitude; communicate effectively orally and in writing; complete tasks in a competent and timely manner; follow verbal and written instruction; perform moderate physical activity; be dependable; organize time wisely; work as part of a team; establish working relationships with fellow employees, supervisors, and the public.

EDUCATION AND EXPERIENCE:

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- High School diploma or GED preferred.
- Basic knowledge of automotive
- Must possess a valid Montana Commercial Driver's License and passenger endorsement.
- Must be insurable.
- Current First Aide and CPR card preferred or obtain within 90 days of employment
- Pass an annual physical examination and TB Skin test.