



## **NOTICE OF EMPLOYMENT OPPORTUNITY**

**Position Title:** Transit Operator

**Classification:** Non-exempt; 26 – 40 hours per week

**Closes:** January 29, 2021

**Wage:** Based on experience

### **I. General Description of Work**

Responsible for transporting passengers ensuring their utmost safety; performing pre and post trip vehicle inspections, ensuring the transit vehicle is clean and well maintained, assisting passengers with loading and unloading onto the vehicle, building rapport passengers and resolving emergency and non-emergency situations that may occur.

The following information is not intended to be all-inclusive or a restrictive list of qualifications or job expectations.

#### **A. Program Management & Responsibilities**

Transport people from one place to another on a transit bus;

- Operate bus by applying brakes, starting and stopping engine.
- Drive regular routes on a schedule following the specified timetable
- Announce next destinations.
- Obey all traffic laws.
- Deal with unruly passengers.
- Keep order and safety on transit vehicles.
- Answer questions about schedules, routes, and transfer points.
- Report accidents or other traffic disruptions to supervisor, and follow directions when using an alternate route.
- Assist disabled passengers.
- Check the bus tires, lights, and oil and do other basic maintenance pre and post daily operation.
- Follow state and federal transit regulations.
- Keep passengers and supervisor informed of delays.

#### **B. Fiscal Management & Responsibilities**

Tracks all transit-related expenditures for fuel, maintenance, etc. Reports all transit-related expenditures and needs to supervisor.

Explores opportunities to leverage funds to increase budgetary opportunities.

Adheres to the Tribe's procurement policy of all purchases and changes to programs.

## **II. Supervision Received**

This position reports directly to the Tribal Health Director. In collaboration with the Tribal Health Director, this position fully administers the functions and operations of this program subject to tribal policies, local, state and federal laws, and guidance and direction of the Tribal Council. This position makes a variety of decisions independently and in collaboration with the Tribal Health Director (routine, non-routine, complex and non-complex) on a daily basis.

## **III. Supervision Exercised**

This position functions as a program supervisor providing full program supervision.

## **IV. Working Relationships**

Relationships are typically with community partners, Tribal, State and Federal officials, clients, tribal departments and the general public for the purpose of providing information and assistance, resolving conflicts, solving problems and providing services.

## **V. Working Conditions & Location**

This position is based out of our offices in Great Falls, Montana. Transit vehicles are stored at our storage facility at 1529 Stuckey Road. This position requires travel time out of the area on a regular basis.

## **VI. Qualification Requirements**

### **A. Minimum Training and Experience**

High school diploma; CDL and BLS training preferred; clean background check and clean drug screen. Minimum five years experience.

### **B. Knowledge**

Must possess a clean driving record and frequently may be required to pass a background check. Vehicle operation, safety and maintenance knowledge and emergency management.

### **C. Skills**

Interpersonal skills: must be able to respectfully interact with passengers of all kinds.

Communication skills: Must be able to communicate effectively with passengers about any safety concerns or issues that arise due to traffic, weather, or unforeseen circumstances.

Hand-eye coordination: The lives of many passengers are in your hands when you're operating our transit vehicles.

Customer service, interpersonal communication and problem solving/conflict resolution, establishing effective working relationships with community partners employees, Federal and State agencies, private agencies and the general public, and working with individuals with

diverse social economic and cultural backgrounds in an empathic, non-judgmental, respectful and professional manner.

**D. Abilities**

Must be able to meet physical, hearing and vision demands of this position.

**E. Necessary Special Requirements** – Must possess a current and valid driver's license for the state of Montana, no drug or alcohol related convictions for the last ten years. Must be able to travel out of the area on a regular basis. CDL and BLS preferred.

**F. Client Service Skills** – Must possess excellent client service skills and be able to effectively and efficiently communicate with passengers and other team members

**VII. Conditions of Employment**

- A. Candidates must be able to pass a drug test at the time of hire and throughout employment.
- B. Candidates must pass a criminal background check at the time of hire and periodically throughout employment.
- C. Candidates must possess a current driver license in the State of Montana.
- D. Candidates must possess a current driver's license and meet insurability requirements of the Tribe.

**VIII. Indian Preference**

This position is subject to the Tribe's Indian Preference Policy.

**IX. How to Apply**

Qualified Candidates must submit the following materials to: [m.wendland@lstribe.org](mailto:m.wendland@lstribe.org)

- A. Resume
- B. Cover Letter
- C. Salary expectations or history
- D. Three professional references

Any questions should be directed to [m.wendland@lstribe.org](mailto:m.wendland@lstribe.org)