



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB POSTING

Opening Date: 08/07/2014

Closing Date: 08/21/2014

If you are interested in this position, please submit the following:

- Completed Application
- Proof of High School Diploma or GED (*if applicable*)
- Tribal Identification (*if applicable*)

All requested information must be in the Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

Position Title: Part Time Transporter

Department: Education

Work Schedule: Varies

Wage Rate: Pay Range 9: \$11.82/ Hr/ Overtime Eligible

IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.

Approved by TRTC: 10/22/2013



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB DESCRIPTION

TITLE: Part-Time Transporter **WORKSITE:** Tule River Indian Study Center
568 W. Olive Ave.
Porterville, CA 93257

SUMMARY POSITION DESCRIPTION

The Transporter will be responsible for the transporting of Education Department students, and may assist in preparing snacks.

DUTIES & RESPONSIBILITIES:

1. Transport students before and after services provided by the Education Department.
2. Responsible for maintaining, cleaning and fueling the van.
3. Submit written reports as needed.
4. May be required to assist in preparing snacks as needed.
5. Report needed repairs and safety concerns.
6. All other duties assigned.

QUALIFICATIONS:

1. High School diploma or GED preferred.
2. Must possess a valid California Class B or Class A Commercial Driver's license with passenger endorsements and be insurable through the Tribe.
3. Must successfully clear a TB skin test.
4. Must successfully complete background investigation and pre-employment drug/alcohol screen.
5. Must be able to work and transport youth from K-12th grade.
6. Must be professional, polite, and respectful towards all guests.
7. Excellent interpersonal skills with demonstrated patience, tact and respect.
8. Must be dependable and able to work flexible hours based on the departments needs.
9. If previously employed within the Tule River Indian Tribe of California entities, you must have acceptable work history.

KNOWLEDGE SKILLS & ABILITIES:

1. Ability to read and comprehend documents pertaining to Tribal policy & procedures, rules & regulations and operating instructions.
 2. Ability to take and follow directions
 3. Ability to attend job related training.
 4. Ability to work weekends and Holidays (when needed).
 5. Ability to work shifts that may exceed 8 hours (when needed).
 6. Ability to write reports.
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Approved by TRTC: 10/22/2013

This position reports to: Transportation Supervisor

Supervises: None

Salary Range: Pay Range 9: \$11.82/ Hr
Paid Bi-Weekly/ Non-Exempt

Hours: Varies

Benefits: None

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN APPLICANTS IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT