

**PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2021-104**

OPEN TO IN-HOUSE and EXTERNAL APPLICANTS

POSITION:	Transit Driver
OPENING DATE:	November 24, 2021
CLOSING DATE:	December 6, 2021
DEPARTMENT:	Community Health & Wellness / Transit Program
SALARY RANGE:	NE-6; \$23,213 - \$34,820

Position Summary:

Under direct supervision of the Transit Program Manager, provides safe, reliable, and efficient transport of individuals to and from destinations within service area. Consistently applies the Pueblo's Core Values in support of Workforce Excellence. Maintain confidentiality of privileged information.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Safely and efficiently operates transit vehicles to transport passengers to destinations along designated time sensitive fixed routes.
- Adheres to daily service manifest/schedule for transportation services.
- Collects fares/passes; maintains record/log of passengers served and revenue collected.
- Assists with entrance and exit of individuals with disabilities in accordance with ADA requirements and program standard operating procedures (SOP).
- Provides transit navigational information on routes, stops, and other requested information.
- Maintains log or schedule of transit service activities.
- Within scope of responsibility, addresses passenger complaints and issues. Provides complaint forms and information on complaint processes for unresolved issues.
- Provides input to service plans to ensure/improve efficient and safe services.
- Conducts pre-trip and post-trip inspections on assigned vehicle; performs routine safety checks, and reports to management vehicle repair, preventive maintenance needs.
- Ensures the confidentiality of passenger information in accordance with relevant privacy protection laws.
- Maintains accurate documentation on mileage, consumption of gas, oil, and other services related products.
- Prepares vehicle reports as required.
- Maintains vehicle cleanliness by washing and cleaning as needed.
- Complies with federally mandated drug and alcohol policy and screening requirements, including pre-employment, random, reasonable suspicion, and post-accident testing.
- Maintains required medical certification and required licensures; enhances professional and technical knowledge by attending relevant training and workshops.
- Contributes to a team effort to accomplish tasks and achieve results.
- Performs other duties as required.

Minimum Qualifications:

Valid New Mexico Commercial Driver's License (CDL) required; must maintain CDL throughout employment. Satisfactory completion of federally mandated drug and alcohol screening required. Six (6) months of driving experience with CDL-required vehicles required. Six (6) months driving experience transporting passengers with mobility needs preferred. Passenger or Bus endorsement preferred. Fluency in the Laguna language preferred.

Background Investigation Requirements:

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust

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responsibilities and attributes of the position which includes job duties. The Transit Driver is designated as a Moderate Risk Public Trust (MRPT) position.

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	X
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other	

Knowledge, Skills, Abilities, and Certifications:

- Knowledge of occupational hazards and applicable safety practices.
- Knowledge of ADA Driver responsibilities
- Knowledge of rules of the road and road signage.
- Knowledge of New Mexico driver and passenger service regulations.
- Knowledge of safe and efficient driving practices; skill in application of practices.
- Knowledge of proper spelling, grammar, punctuation, and math skills sufficient to carry out essential duties.
- Ability to maintain confidentiality, to demonstrate high moral character and self-responsibility.
- Ability to communicate effectively, both verbally and in writing
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to work independently, exercise independent judgment, and meet strict timelines.
- Ability to work extended hours and various work schedules.
- Ability to use a variety of hand tools in performing minor maintenance.
- Ability to understand and follow oral and written instruction.
- Ability to prepare and maintain written records and reports.
- Skill in defensive driving techniques.
- Skill and ability to remain calm and tactful in controversial situations; to provide courteous and professional customer service.
- Skill in computer use, including Word, Excel, Outlook, and software unique to program.

Application Instructions:

- Go to www.lagunapueblo-nsn.gov and click on Employment Opportunities for application instructions and application form. **Read instructions prior to completing application form; incomplete applications will not be considered.** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
 1. E-mail to polemployment@pol-nsn.gov;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 22 Capital Road; Laguna, NM
 4. Fax to (505) 552-9675
- For more information, contact Clarice Chavez, at (505) 552-5785 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES