

SAN CARLOS APACHE TRIBE

HUMAN RESOURCES DEPARTMENT
P.O. Box 0
San Carlos, Arizona 85550
(928) 475-1760 ❖ Fax (928) 475-2296

Terry Rambler
Tribal Chairman



Tao Etpison
Tribal Vice-Chairman

JOB VACANCY

VACANCY ANNOUNCEMENT NO.	OPENING DATE	CLOSING DATE
#25-052	December 06, 2024	January 08, 2025
POSITION TITLE AND DEPARTMENT		SALARY
Transit Driver Nnee Bich'o Nii "Helping the People" Program		DOE

APPLICATIONS ARE AVAILABLE AT THE TRIBAL HUMAN RESOURCES OFFICE
(Applications must be received in the Human Resources Office by close of business on the closing date)

CONDITIONS OF EMPLOYMENT:

- Regular Full-Time position. (Non-Exempt)
- Applicant must possess a valid driver's license. **Note: Applicant must attach a copy of valid license to application.**
- Applicant must be able to obtain a Class B-Commercial Driver's License (CDL) with Passenger/Air Brakes Endorsements within six (6) months of employment.
- Applicant must obtain a First Aid, CPR, Blood Bourne, Automated External Defibrillator (AED) certification within ninety (90) days of employment.
- Applicant will be subject to and must pass a background investigation with a favorable determination. The results of a background check shall only be used for the purpose of determining an individual's suitability for employment. Applicants who provide false or misleading information in their application or authorization may be eliminated from any further consideration. **Note: Applicants must meet this requirement by completing Item No. 15., on the Application for Employment.**
- Applicant must complete a "Child Care & Indian Child Care Worker Position" form to determine your suitability for tribal employment, to authorize a background investigation, and to certify the accuracy of all information in your application. Under P.L. 101-630 Indian Child Protection Act, anyone who answers in the affirmative will be found ineligible and unsuitable for employment with the San Carlos Apache Tribe. **If you make a false statement in any part of your application, you may not be hired or you may be terminated after you begin work.**
- In accordance with the San Carlos Apache Tribe Drug and Alcohol Policy, all potential employees will be tested for the presence of controlled substances as part of the pre-employment selection process. Applicants who fail to pass the drug test will be ineligible for employment and may not reapply for twelve (12) months thereafter. This policy has been adopted to provide drug-free work sites and to prohibit working while under the influence of alcohol.

DUTIES AND RESPONSIBILITIES:

As a Transit Driver under the direct supervision of the Fleet Supervisor and/or Transit Dispatcher, the Transit Driver shall operate the assigned vehicle in a safe and courteous manner. Maintain defensive driving and provides a communication link between customers and staff. Assists passengers, including elderly passengers in and out of vehicles. Operate ramps, lifts and securement devices as needed. Reads and interprets maps and driving directions to plan the most efficient route service for customers. Reads and interprets road sign in English. The Transit Driver presents safety briefings to passengers prior to each trip departure. Keeps the assigned vehicle(s) clean inside and outside at all times. Maintain accurate up-to date records on fare collections, pre/post trip sheets, customer transportation forms, vehicle maintenance, fuel purchases, incident reports, accident reports vehicle

conditions reports and other records that are requested from management. Performs minor maintenance tasks on assigned vehicle(s) and fuels the assigned vehicle(s), as required. Coordinates the schedule for major or periodic vehicle maintenance with management and staff to minimize service interruptions. Responds immediately to accident and medical emergencies by notifying emergency response providers and rendering first-aid until emergency personnel arrives. Responsible for main office pre & post trips and filling out any defect forms daily and bringing to the attention of the Director, Fleet Supervisor/Outreach Coordinator and/or Transit Dispatchers. Serves as a positive role model while providing public transit service wearing badge and uniforms as necessary. Perform other duties as assigned.

QUALIFICATION REQUIREMENTS:

Basic Requirements:

High School Graduation or Equivalent. High school graduation or equivalent means the applicant has received a high school diploma, General Education Development (GED) equivalency certificate or proficiency certificate from a State or territorial-level Board of Department of Education.

EVALUATION METHOD AND RANKING FACTORS: Evaluation will be made of the extent to which experience, education, training, self-development, and/or awards demonstrate that basically qualified candidates possess the Ranking Factors-Knowledge, Skills and Abilities (KSA) described below.

1. Knowledge of the operations, feature and vehicle maintenance of assigned vehicles as related to CDL procedures.
2. Knowledge of rules and regulations of the Federal Transit Administration and United States Department of Transportation.
3. Ability to read and interpret road signs in English.
4. Ability to drive a multi-passenger vehicle safely and appropriately and appropriate with passengers.
5. Ability to communicate effectively, orally and in writing.
6. Ability to communicate to establish effective professional relationships with customers, co-workers, and upper level staff and employees.
7. Ability to prepare concise, accurate records and reports.
8. Ability to recognize vehicle maintenance needs.
9. Ability to administer First Aid and CPR.

OTHER IMPORTANT INFORMATION:

- Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.
- All material submitted for consideration under this announcement becomes the property of the Human Resources Office and is subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or a determination of unsuitability for tribal employment.
- Additional or alternate selections may be made from the eligibility list within 30 days from the date the selection list was issued. The positions to be filled must have the same title and have the same qualification requirements. However, if there are no Indian preference candidates left on the certificate, the vacancy must be re-announced.
- **INDIAN PREFERENCE:** It is the goal of the San Carlos Apache Tribe to employ as many tribal members as possible in tribal positions. Therefore, all other qualifications being equal, tribal members will receive hiring preference over other Indian Preference eligible and non-Indian Preference eligible. Preference for employment will be granted to qualified individuals, in the following order:
 1. Enrolled member of the San Carlos Apache Tribe with Veteran's Preference
 2. Enrolled member of the San Carlos Apache Tribe
 3. Native American spouse of an enrolled tribal member or Native American parent of enrolled tribal member
 4. Other Native American
 5. Non-Indian spouse or Non-Indian parent of enrolled tribal member
 6. Non-Indian

It is also the goal of the San Carlos Apache Tribe to provide the best services possible to tribal members. In furthering the Tribe's efforts to insure retention of tribal members and to provide job opportunities to tribal members, non-tribal member employees upon hiring shall, as part of the hiring agreement, agree to provide training and development to tribal members to allow them to become qualified for jobs which non-tribal member employees hold. The Indian Preference policy applies to hiring, placement, and promotion, transfer or lay off, treatment during employment, and selection for training.

- **VETERANS PREFERENCE AND INDIAN PREFERENCE:** Preference in filling vacancies may be given to honorably discharged veterans who are enrolled members of the San Carlos Apache Tribe.
- **EQUAL EMPLOYMENT OPPORTUNITY:** Except for Indian preference, consideration will be given without regard to any non-merit factor such as race, color, religion, sex, national origin, partisan politics, physical or mental handicap, marital status, age, membership or non-membership in any employee organization, or sexual orientation.

HUMAN RESOURCES OFFICE CLEARANCE:

/s/Christie Velasquez
Human Resources Assistant

December 6, 2024
Date

