

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Bus Driver/Maintenance (2)

Department: Education – Head Start

Hourly Rate: \$11.00-\$12.00(DOQ)

Full Time: 40Hrs/Week

Exempt: No/Hourly

Supervisor: Assistant Director

Posting Date: In-House

Opens: September 23, 2020

Closes: September 30, 2020 at 4:30 pm

Posting Date: Public

Opens: October 6, 2020

Closes: October 20, 2020 at 4:30pm



Summary: To ensure the safe transportation of all Head Start participants to and from school; field trips; and other outings. This position must observe all safety, traffic regulations. Will recruit staff and acquire and all necessary transportation training on safety and defensive driving, when available. This position is subject to layoff when school is not in session.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Driver Responsibilities: Is responsible for the maintenance of vehicles, selecting proper equipment/bus restraints for children on their buses. Work with management to establish procedures such as: securing child safety restraints to the vehicle they will be driving, use of emergency equipment, conduct emergency evacuations, daily pre-trip vehicle inspections.

Maintain a daily log of the odometer. Advise management when their bus requires service, keeping the vehicle full of gas, and maintaining the cleanliness of their vehicle, and along with the bus monitor/TA-provide effective behavior management of the children they are transporting. Will provide positive role modeling at all times. Work with Management to review and update service plans on Transportation on an annual basis.

Promote the use of and speak Ojibwemowin as proficiency level allows in the classroom and throughout the delivery of all Head Start services for children and families.

Maintenance Responsibilities: Maintenance includes the general maintenance and upkeep of the building, sidewalks, walk ramps, all exits, and grounds. (Snow shoveling, ice removal/salting, ALL exits must be inspected and cleaned daily. Licensing Requirement, Grass Mowing- around the building, both playgrounds, weed removal around the building). Must keep building clean and safe. A checklist will be provided for the guidance of daily, weekly, and monthly tasks. This position is subject to layoff when school is not in session.

Maintenance positions will conduct playground inspections daily to see that the grounds are free from debris and dangerous objects before the children being able to play on it. Will collect all trash from the offices, classrooms, and bathrooms daily; tags with tribal stickers for waste management, and dispose of properly outdoors. Will vacuum hallways daily and all offices weekly.

Will be responsible for the cleaning of staff bathrooms-disinfecting/sanitizing all staff bathrooms must be swept, mopped, and disinfected daily; this includes toilets and fixtures in the bathrooms; water fountain in the hallways, windows (inside and out) weekly in the spring to fall, and inside only during the winter months.

Must keep suppliers in stock for the bathrooms, kitchens, and classrooms with papers and soaps. Must perform custodial duties as required and any other duties assigned by the supervisor. Will keep the Tribal Facilities Manager informed of all

needed repairs to the Head Start building or grounds. Will also assist in doing fire drill, tornado drills, and fire alarm testing once a week and record.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Required:

Must be at least eighteen (18) years of age.

High School Diploma or its equivalent is required.

General knowledge of child development, child protection laws (e.g. abuse and neglect), and evacuation drills.

Must be culturally sensitive.

Must be a positive role model at all times.

Other Skills and Abilities:

Required:

This is a required driver position.

Must possess a valid Class C Wisconsin Commercial Driver's License (CDL) with School Bus and Passenger endorsement and must meet eligibility requirements for coverage under the Tribe's Auto Insurance Policy within 90 days.

Must be able to work with preschool-age children.

First Aide, TOT Saver, CPR, and Shaken Baby Syndrome certification is mandatory and will be provided by the Head Start program.

Mandated reporting training will also be provided.

Must maintain strict confidentiality under the Privacy Act.

Must be able to work in a team environment and be culturally sensitive.

Must be dependable.

Excellent attendance is required.

Background Check:

This position is contingent on the required ability to pass a caregiver background check when working with children and/or the elderly.

This position requires a driver check, to meet eligibility for tribal insurance.

Reasoning Ability:

Experience working with children

Physical Demands: The physical demands described here are representative of those that must meet by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to pass a medical examination that certifies that an individual is physically fit and able to work with children; including tuberculosis testing. Must be able to list children in and out of their children's restraints when necessary. Must be able to assist children on and off the bus when necessary. Must be able to lift up to 80 lbs on occasion. This position will require sitting, standing, walking, bending, and stooping.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Subject to inside and outside conditions. The noise level is usually moderate to loud.

Drug-Free Workplace in accordance with the Drug Free Workplace Act of 1988, P.L. 100-690 and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.

Send Application and Resume To:

Bad River Tribe

Attn: Human Resources

P.O. Box 39

Odanah, WI 54861

<http://www.badriver-nsn.gov/>

Application material may also be emailed to:

HRmanager@badriver-nsn.gov

HRassistant@Badriver-nsn.gov