

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Custodial and Transportation Coordinator
Department: Education, Head Start /Early Head Start
Hourly Rate: \$14.75
Full Time: 40 Hrs/Week
Exempt: Non-Exempt/Hourly Position
Supervisor: Assistant Director Head Start/Early Head Start
Posting Date: Public
Opens: September 7, 2022
Closes: September 21, 2022, at 4:30 PM



Summary: This position is responsible for performing and coordinating the custodial and light maintenance tasks of the custodial crew at the center. It is also responsible for coordinating transportation: ensuring safe transportation of all Head Start participants to and from school; field trips; and other outings. This position will ensure staff must observe all safety, and traffic regulations. This position will also recruit staff and acquire all necessary transportation training on safety and defensive driving, when available. The hours of this position will be evenings 11:00 AM-7:00 PM and may be adjusted as needed.

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

- Use the 7 Grandfather Teachings as our principles.
- Assist in promoting the safety health, and comfort of students and employees in the facility.
- Ensure spaces are prepared for the next day
- Maintain Head Start/Early Head Start buildings and grounds in top condition to ensure full and productive use of the facility.
- Communicate effectively with all employees.
- React to change productively and coordinate other tasks as assigned.
- Coordinate appropriate operation and maintenance of all equipment and machinery as necessary.
- Coordinate maintenance and repairs with Head Start custodial staff and with the Maintenance Department as needed.
- Secure facilities after operating hours by locking doors, closing windows, and setting up the alarm.
- Maintain a high standard of safety, cleanliness, and efficiency in all maintenance and repair projects.
- Ensure all custodial staff adheres to all health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
- Coordinate maintenance of vehicles, selecting proper equipment/bus restraints for children on their buses. Work with management to establish safety procedures: on buses and other vehicles being driven, use of emergency equipment, conducting of emergency evacuations, and daily pre-trip vehicle inspections.
- Coordinate maintaining daily logs of the odometer, servicing buses and other vehicles in need of service, keeping the vehicle full of gas, and maintaining the cleanliness of their vehicle.
- Work with management to ensure the bus monitor/TA provides effective behavior management of the children they are transporting.
- Promote the use of and speaking Ojibwemowin as proficiency level allows in the classroom and throughout the delivery of all Head Start services for children and families.

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. Knowledge of the uniqueness of the Bad River Community. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Education and/or Experience:

Required:

- High School Diploma or GED.
- Must be over 18 years of age.
- Experience in transportation and building/grounds operations.

Other Skills and Abilities:

Required:

- Must be able to work in a team environment and be culturally sensitive.
- Ability to lead a team and organize work orders for the team
- Ability to read material safety data sheets.
- Ability to read chemical labels.
- Must be willing to obtain shaken baby syndrome, mandated reporter, and infant/child CPR/first aid.
- General knowledge of child development, child protection laws (e.g. abuse and neglect), and evacuation drills.
- Must be a positive role model at all times.
- Must maintain strict confidentiality in accordance with the Privacy Act.
- Must be dependable. Excellent attendance is required.

Background Check:

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

This is a required driver position, must possess a valid state driver's license, adequate vehicle/liability insurance, and/or meet eligibility for Tribal insurance.

Physical Demands: Physical work: Move lift, carry, pull, or push heavy objects or materials. Requires stooping, kneeling, crawling, bending, turning, and reaching. Requires climbing and balancing. Must work indoors and outdoors year-round. May work in noisy and crowded environments. Must work in and around dust, fumes, and odors. Must be able to work in high places. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Work Environment: The noise level in the working environment is usually moderate to loud. Subject to inside and outside weather conditions. The work environment includes the Bad River Head Start/Early Head Start, transports to local clinics, client homes, or community locations.

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