



Job Title

Department: Administration	Reports To: Sr. Administrative Specialist	Status: Temporary On-Call Full Time
Location: Nome	FLSA: Non-Exempt	Pay Range: 4,5,6

Purpose of Position

Under the direction of the Sr. Administrative Specialist, drives a transit vehicle to designated locations to transport students, adults, and elders. Passengers may include those who are mentally or physically disabled, in wheel chairs, or otherwise require special help.

Uphold the organization’s mission, and corporate values as well as demonstrate understanding of and compliance with organization’s policies and procedures.

Essential Functions

- Drive a transit vehicle daily to designated locations; maintaining departure and arrival times as scheduled. Adjust pick-up procedure to ensure time management per transit schedule. Transport passengers on special trips/activities as required.
- Pick up and discharge passengers; assist passengers in getting on/off the bus. Lift and position passengers on bus and into seats before fastening/checking seat belts if needed. Lock wheelchairs into place on transit vehicle if needed.
- If appropriate, wait for parents to receive children upon delivery at home or designated destination.
- Prepare daily routine logs and other reports as required.
- Service transit vehicle with gas/oil, clean interior and exterior as recommended per manufacturer guidelines. Perform proper pre-check and post-check of transit vehicle daily.
- Follow established procedures for emergencies. Conform to safety policies and procedures established by employer as well as other applicable safety guidelines for transportation service.
- Maintain discipline on transit vehicle.
- Other duties as assigned

Personal Traits:

Employees of Nome Eskimo Community are expected to promote the organization’s mission and vision. Employees are expected to demonstrate integrity, professionalism, accountability, cooperation with and consideration of others.

Knowledge and Skills

All employees are expected to have general knowledge of Alaskan Native culture, traditions, history, and needs as well as customer service skills and the ability to manage their time and organize their work to ensure efficient performance. In addition, all employees should have a general knowledge of computers, copies, fax machines, and typical software, the ability to follow policy, procedure, instruction, communicate regularly with their supervisors, and the ability to understand and manage confidentiality.

Specific knowledge, skills and abilities required for position:

- Knowledge of safe driving practices and procedures, first aid procedures and of provisions of the state codes applicable to the operation of school busses and the transporting of students. Ability to learn emergency procedures for working with mentally and physically handicapped children, pre-school students and community school students. Ability to learn to operate a mobile phone.
- Skill in oral and written communication
- Skill in establishing and maintaining cooperative working relationships with others

Minimum Qualifications

- **Experience:** Must have at least 2 years comparable work experience or demonstrated proficiency at NEC. Attendance must be adequate to perform the above listed essential job functions. Must be able to pass a Physical Performance Evaluation and a background check clearance.

Additional Requirements or Credentials:

- Valid Alaska Driver’s License with an acceptable driving record; must have driver’s license for at least three years and pass driving history requirements for insurance carrier.
- City of Nome Chauffer's License required.
- Basic Life Support (BLS) certificate.

Physical Requirements and Working Conditions:

- Use hands and arms to operate transit equipment
- Must be able to lift unaided at least 50 pounds
- Required to work outside the traditional work schedule
- Travel is not required

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

Internal Approvals

Printed Name of Incumbent

Signature of Incumbent

Date

When possible, NEC will extend a Hiring Preference for employment to Alaskan Natives and Native Americans in accordance with section 7 (b) of Public Law 93-638, the Indian Self-Determination Act. NEC is also a drug free workplace. When required, applicants may be required to pass a criminal history check. Applicants that do not pass pre-employment requirements will not be considered.