



Ninilchik Traditional Council

P.O. Box 39070

Ninilchik, Alaska 99639

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Web Site: www.ninilchiktribe-nsn.gov

VACANCY ANNOUNCEMENT:

Commercial Driver

Open: July 14, 2017 **Closed:** When Filled
Position Type: Part-time
Hours: 30 hours/week
Salary: Depends on Experience

DUTIES AND RESPONSIBILITIES:

This position is for the recruitment of drivers for the Ninilchik Transit bus system and requires a driver with a clean driving record who will be a primary bus operator. An overview of some of the job requirements are listed below on this recruitment notice.

- Possess a valid Commercial Driver's License (CDL) (Class C minimum) with a clean driving record.
- The ability to operate a Class C or larger bus and work with people.
- Perform routine maintenance and cleaning.
- Document maintenance schedules.
- Perform tasks on a time schedule.
- The ability to properly operate a wheelchair lift.
- The operation of a pass system.
- Coordinate with dispatch operations.
- Coordinate and carry out work tasks and assignments, as directed, under the supervision of the Program Director.
- Actively participate in ongoing project tasks and engage in new program development and special projects as directed.
- Prepare and provide written reports and documents that are required for current and prospective programs associated with the development of the department.
- Possess the ability to work with agencies associated with the tribe.
- Be able to commit to, and perform work independently and as directed.
- Be able to prepare correspondence and communicate effectively.

SUPERVISION:

The Driver is accountable to the Program Director for the performance of assigned duties and responsibilities. This position does not have supervisory authority.

REQUIREMENTS/QUALIFICATIONS:

Minimum Qualifications include:

High School Diploma

Must be at least 21 years old

Pass a background check and submit to fingerprinting

Pass a physical exam and self-certification requirements

Be able to provide vehicle insurance verification
Must be able to become approved for a Chauffeur's License
Pass a Federally mandated drug and alcohol screening
Be a resident of the State of Alaska
Possess and maintain a valid Class C (minimum) Commercial Driver's License with a Passenger (P) endorsement in Alaska with a clean driving record
A minimum of one-year driving experience
Ability to lift 50 pounds
Travel will be required

This employee will work out of the NTC Environmental/Resource Office and work in performing tasks associated with department goals and functions.

INDIAN PREFERENCE:

In filling this position by initial appointment, promotion, transfer, reassignment, reinstatement, or any other personnel action, we are required by law, Indian Self-Determination and Education Assistance Act (25 ISC 450e(b)), to give absolute preference in selection to candidates who are eligible for Indian Preference also applies.* For consideration under Indian Preference, proof is required.

OTHER:

This position, as with all Ninilchik Traditional Council positions is subject to and under the direct authority of the NTC Policies and Procedures.

The NTC is an alcohol and drug free workplace and alcohol and drug testing is required for employment.

As with all NTC positions, employment is subject to availability of funds.

APPLICATIONS:

Applications are available at the Ninilchik Traditional Council office building located across from the General Store in Ninilchik, 15910 Sterling Hwy, Ninilchik, AK 99639.

Contact Information:

Ninilchik Traditional Council
P.O. Box 39070
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(907) 567-3354 FX
Email: ntc@ninilchiktribe-nsn.gov

You must submit a completed application and attach a resume of your qualifications with the application.