Ninilchik Traditional Council
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Ninilchik, Alaska 99639
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VACANCY ANNOUNCEMENT

COMMERCIAL BUS DRIVER

Announcement Date: September 24, 2026
Position Title: Commercial Driver
Position Type: Full Time/Permanent

Closing Date: When Filled
Position Begins: When Filled
Salary: DOE / Endorsements

POSITION SUMMARY: 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.

DUTIES AND RESPONSIBILITIES:

- Possess a valid Commercial Driver's License (CDL) (Class A) with a good driving record.
- Operating a passenger bus.
- Work well with the public.
- Perform routine maintenance and cleaning.
- Document maintenance activities and keep maintenance schedules.
- Inspections
- Working with operations documentation.
- Perform tasks on a time schedule.
- Properly operate ADA equipment.
- Coordinate with dispatch operations.
- Coordinate and carry out work tasks and assignments, as directed, under the supervision of the Department Director.
- Actively participate in ongoing project tasks and engage in 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 as directed.
- Be able to commit to and perform work independently and as directed.
- Be able to prepare correspondence and communicate effectively.
- Be able to effectively use a computer.

REQUIREMENTS/QUALIFICATIONS:

Minimum Qualifications include:

- Possess and maintain a valid Class A Commercial Driver's License with a Passenger (P) endorsement in Alaska with a clean driving record.
- Possess a 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 City of Homer inspection and Chauffeur's License.
- Pass a Federally mandated drug and alcohol screening.
- 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.

SUPERVISION:

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

OTHER:

This position, as with all Ninilchik Traditional Council positions, is subject to and under the direct authority of the Federal Transit Administration and includes NTC Policies and Procedures. 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 online and at the Ninilchik Traditional Council office building located across from the General Store in Ninilchik, 15910 Sterling Hwy, Ninilchik, AK 99639.
Contact Information:

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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 to be eligible for the application pool.