



Walker River Paiute Tribe

Human Resources Department

JOB ANNOUNCEMENT

Job Title:	Van Driver	Supervisor:	Senior Director
Department:	Senior Center	Location:	Senior Center
Salary Range:	\$9.10-\$10.03	Pay Grade:	2
FSLA Status:	Non-exempt	Type:	Part-Time
Open Date:	August 19, 2019	Close Date:	August 30, 2019

DEFINITION: Under general supervision, performs work of routine difficulty driving a passenger or cargo van to transport passengers or make deliveries; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS: Transports passengers to specified locations; assists with loading and unloading passengers; picks up and delivers materials and supplies to designated office/business; verifies and prepares pick up and/or deliveries; complies with all applicable traffic laws and regulations and program policies and procedures; maintains and ensures safety and comfort of passengers. Performs routine inspection of van; performs preventative maintenance and minor repairs; reports any problems or repairs needed; maintains trip log by recording travel mileage, fuel and maintenance expenses; cleans and washes vans; may conduct and participate in safety drills and presentations; attends meetings; prepares required reports. In addition to the above, may assist in preparing, serving and delivering meals to client’s homes; may assist with intake and referrals.

KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS: Knowledge of operation and preventative maintenance on a passenger or cargo van. Knowledge of federal, state and local traffic rules and regulations. Knowledge of occupational safety and health rules and regulations. Knowledge of transporting passengers. Knowledge of customer service and public relations practices. Knowledge of geographical area and map reading. Knowledge of maintaining records, reports and logs. Skill in safely operating and transporting passengers. Skill in safely and accurately picking up and delivering a variety of goods, materials and supplies. Skill in accurately maintaining records, files and logs. Skill in performing preventative maintenance on assigned vehicles. Skill in utilizing customer service techniques when responding to inquiries, requests and complaints. Skill in establishing and maintaining effective working relationships. Ability to follow oral and written instructions.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work requires constant lifting, moving, carrying and transporting goods and supplies weighing up to 25 pounds; or assisting elders and disabled into and out of transport vehicles.

MINIMUM QUALIFICATIONS: • One (1) year of experience in driving a van, delivery van or light truck. or an equivalent combination of education and experience.

Special Requirements: • A favorable background investigation. • Possess a valid state driver’s license. •

PREFERRED QUALIFICATIONS:

- A high school diploma/GED.
- Two (2) years of experience in driving.

- Must possess a Valid Nevada Driver's License
- Must provide a current DMV report

For applications contact Human Resource at the Tribal Administration Building,
Walker River Paiute Tribe, P.O. Box 220, Schurz, Nevada 89427;

Call (775) 773-2306, ext. 315, Fax (775) 773-2358 or E-mail: wfrank@wrpt.org

<http://www.wrpthumanresources.com/>

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). However, the Walker River Paiute Tribe is an Equal Opportunity Employer and all qualified applicants will be considered in accordance with the provisions of Section 703(I) of Title VII of the Civil Rights Act of 1964, amended in 1991.