



**PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2023-0012
EDUCATION
TRANSPORTATION / FACILITY COORDINATOR**

Position Title:	Transportation / Facility Coord.	Pay Level:	\$13.47/Hourly - \$20.21/Hourly
Position Open Date:	01/19/2023 – Until Filled	Department:	Education
Position Status:	Full-Time	Classification:	Exempt
Supervisor:	EC Program Manager	Location:	Education

POSITION SUMMARY:

Responsible for the overall operation of the Head Start transportation program, ensure the safe and efficient transport of children between program activities and home, and on field trips; assuring that the Head Start transportation services comply with local, state, and federal requirements. Responsibilities include minor maintenance of the buses, ensuring they are kept clean and in safe driving condition at all times; arranging for vehicle maintenance with vendors; serving as a bus driver for the program.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

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- Must have basic mechanical knowledge in order to handle routine maintenance. Must have knowledge of rules and regulations related to Department of Transportation & Head Start regulations
- Ability to maintain accurate records. Ability to work well with staff, children, and parents. Ability to organize time efficiently and performs well under limited supervision. Must have the physical, emotional, and mental ability to drive a vehicle full of children in a safe and pleasant manner. Ability to maintain confidentiality. Ability to pass pre-employment and random drug and alcohol screenings

EDUCATION & EXPERIENCE:

High school diploma or general education degree (GED); and at least one year of school bus driving experience.

Pueblo of Jemez – Human Resources Department
PO BOX 100 Jemez Pueblo, New Mexico 87024
Phone: (575) 834-6333
Fax: (575) 834-0604
E-mail: humanresources@jemezpuerto.org

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License
Background Investigation

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to stand, walk, sit, and reach with hands and arms. The employee must frequently lift and/or move up to 50 pounds.
- Requires driving in all weather conditions including rain, snow, ice, wind, heat, and dust.
- Some exposure to communicable diseases.
- Noise level in work environment may be moderate to loud.
- The work environment characteristics described here are representative of those an employee will encounter while performing the essential functions of this job.

ESSENTIAL FUNCTIONS:

- Mandatory reporter of all suspected incidents of child abuse and neglect.
- Maintains CPR certification, Basic First Aid certification, and current CDL Licensure and meet all state requirements applicable to a school bus driver
- Ensures that all bus drivers comply with Tribal Personnel Policies, Head Start Policies & Procedures, and Head Start Transportation Performance Standards
- Assures that all buses have two-way communication systems (two-way radios and/or cell phone) that are fully charged and in good working order
- Prepares the bus schedule for bus monitors for the school year
- Assures that all buses have emergency contact information for every Head Start child
- Provides training for parents and children in pedestrian safety, safe riding practices, safety procedures for boarding and leaving the vehicle, recognition of danger zones around the vehicle, emergency evacuation procedures, and escorting their children to and from the bus
- Assures that children are reminded daily of safety protocols and procedures
- Assists the ECP Manager in determining transportation costs for inclusion in the budget
- Safely transports children daily to and from the center, and on planned field trips and activities
- Ensures proper use of child safety restraints by children
- Assists in changing tires and making other minor repairs as necessary

REQUIRED KNOWLEDGE AND SKILLS:

- **TRANSPORTATION ADMINISTRATION AND COORDINATION** - Implements and updates the Transportation Service Plan using the Head Start Transportation Regulations. Maintains and tracks compliance with local, state, and federal requirements.
- With input and guidance from the ECP Manager, develops a Transportation Procedure Manual including policies and procedures for transportation services, bus maintenance, safety checks, emergency drills, etc. Plans and implements regular bus evacuation drills and provides training to children, staff, and parents
- Establishes safe and efficient bus routes and discuss daily with teachers and parents regarding the pickup and delivery of children

- Ensures all drivers are in compliance with current CDL, permits, and inspections are completed as required by local, state, and federal regulations
- Submits monthly report to ECP Manager relevant to the planning and implementation of the Transportation Service Plan that includes component area highlights, statistical information, problems experienced, and future goals and objectives (e.g. meetings attended, number of children using transportation services, incident involving the bus, goals/objectives, service concerns, etc.)
- Knows and follows the necessary protocols for transporting children with special needs or disabilities, including special seating requirements, equipment needs, and training needs
- Maintains gas receipts and submits these to the Finance Office for payment of fuel vendor(s)
- Regulates heating and ventilating systems for comfort. Inspects bus and checks gas, oil, and water before departure
- **FACILITY SERVICES** - Assists the ECP Manager with facility management and upkeep
- Maintains compliance with federal requirements. Identifies and resolves facility compliance issues. Serves as primary contact for facilities services in planning and coordination
- Performs daily inspection and walk through of the facility and grounds and ensures timely submission of work orders to the Public Works department for repairs or renovations
- **PROGRAM SELF-ASSESSMENT** - Participates as a Team Leader in the annual self-assessment process, including
 - Recruiting and training self-assessment team members
 - Establishing a time frame for completing assignments
 - Complete self-assessment summary sheets
 - Develop improvement/action plan to address findings
- **PARENT-HEAD START COMMUNICATIONS/RELATIONS** - Mandatory attendance for all Parent Committee meetings and other meetings as required
- Facilitates efforts to inform the community of transportation services and issues
- **PROFESSIONAL DEVELOPMENT** - Actively pursue AA degree by taking distance-learning courses; provide ECP Manager with report cards or transcripts at the end of each course to indicate course completion with passing grade; achieve BA degree by 2016
- Participate in meetings, conferences, and conventions to expand personal knowledge and understanding of early childhood development, transportation services, Head Start Performance Standards, and Head Start Initiatives
- Attend all staff meetings, planning sessions and other related workshops

To apply for the position posted, please apply as follows;

Send;

Pueblo of Jemez Job Application

Cover Letter

Professional Resume

To;

humanresources@jemezpueblo.org

Or;

Pueblo of Jemez – Attention Human Resources Department

PO BOX 100

Jemez Pueblo, New Mexico 87024

Or;

Visit the Pueblo of Jemez Website – Careers

www.Jemezpueblo.org