

HOULTON BAND OF MALISEET INDIANS

Job Description

Transportation Coordinator/Driver

STATUS: Part-Time 30 hours per week

SUPERVISED BY: Tribal Planner

PAY RANGE:-\$17.79-19.05

ROLE: The Transportation Coordinator/Driver provides the necessary transportation services to clients. The individual in this position will receive and coordinate all transportation requests for the federal transit program services.

POSITION RESPONSIBILITIES:

1. Provide transportation services for clients to and from destinations.
2. Receive and coordinate all transport requests.
3. Maintain driving logs, obtain designated reservations, and transport numbers, obtain and submit required documentation and vouchers. Maintain a daily log of all transportation services and submit required monthly reports.
4. Maintain a mileage log in vehicle for each client transport.
5. Responsible for daily maintenance checks of transport vehicles and report any maintenance issues or routine maintenance needs. to the Tribal Planner.
6. Maintain cleanliness of transportation vehicles
7. Ensure safety of all passengers by abiding by all State driving laws and regulations
8. Participate in all FTA training.
9. Abide by all HBMI Policies and Procedures.
10. Maintain a clean, valid driver's license and comply with the United States Federal driving rules and regulations.
11. Interact with clients in a positive and tactful manner.
12. Assist clients according to ADA guidelines.
13. Other job-related responsibilities as assigned from time to time by the Tribal Planner.
14. Follow Covid-19 Protocols for transportation.

MINIMUM QUALIFICATIONS:

- Must Possess a clean, valid Maine Driver's License at all times
- Must be willing to submit to and successfully complete a DMV background investigation
- Must be insurable by the HBMI Insurance Carrier.
- High School Diploma or GED
- First Aid and CPR Certified or ability to obtain
- Must provide consent to, and pass, a criminal FBI background check, DHHS background check, and a urine drug screen

- Ability to work a flexible schedule, when needed, such as occasional nights and weekends.

Responsibility for Safety and Health:

Every employee is responsible for safety and the prevention of accidents and injuries. Successful job performance depends on attention to safety issues.

Physical Requirement:

Physical Abilities:

Bending	F	Sitting	F	Hearing	F
Carrying	F	Standing	F	Keyboarding	O
Driving	C	Talking	F	Kneeling	N
Handling	F	Walking	F	Reaching	O

Lift/Carry

50 lbs. or less O

Push/Pull

50 lbs. or less O

- N Not Applicable
- O Occasionally (up to 2 hours a day)
- F Frequently (2-6 hours a day)
- C Constantly (over 6 hours a day)

Complete job description, listing duties and qualifications and HBMI applications are available for download at our web site www.maliseets.com. Application are available at the front desk of the Administration Building or have one mailed to you by contacting the receptionist at the Tribal Administration Office at 532-4273 or e-mail hr@maliseets.com. **If selected for employment you will be subject to Alcohol and Drug testing. If you fail the Alcohol or Drug testing any offer of employment will be withdrawn by HBMI.**

Applications will be accepted until close of business on May 13th, 2024.

TO APPLY:

Submit an application to:

Houlton Band of Maliseet Indians

Attn: Jessica Huff

88 Bell Road

Littleton, Maine 04730

The HBMI practices Indian Preference to qualified Native Americans in accordance with Public Law 93-638 and is an Equal Opportunity/At-Will Employer.