



Hoplend Band of Pomo Indians Job Description

Position: Clean Mobility Driver (Part Time)
Reports to: Clean Mobility Coordinator
Rate of Pay: \$21-\$26 (24 hours a week – Tuesday, Thursday, Saturday)

POSITION SUMMARY: The Clean Mobility Driver is under the direct supervision of the Clean Mobility Driver. The Clean Mobility driver will work closely with Tribal Administration, Tribal Utilities, and other departments to provide safe, reliable, consistent transportation.

ESSENTIAL FUNCTIONS:

1. Maintains the cleanliness of the transit vehicle.
2. Completes daily maintenance and mileage log of the transit vehicle.
3. Keeps a headcount log of passengers in the vehicle.
4. Maintains orderly conduct and discipline.
5. Communicates the status of vehicles and riders to the supervisor.
6. Communicates with management
7. Enforces all Transportation Policies

The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the Tribal Administrator.

REQUIREMENTS/QUALIFICATIONS

Education and Experience:

1. High School Diploma or GED
2. Ability to pass work-related physical.
3. Able to maintain the cleanliness of Transit vehicles, including washing vehicles, sweeping, vacuuming, and emptying trash.
4. Ability to maintain a timely daily routine.
5. Ability to perform general safety procedures on vehicles, looking at tires, windows, and mirrors.
6. CPR/First Aid Certification within 6 months of hire

Additional requirements:

Posses a valid California's driver's license and be insurable under the Tribe's insurance policy.

Physical Demands:

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee must occasionally lift and/or move up to 50 pounds. The employee must have correctable vision in order to pass DMV vision test. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The Hopland Band of Pomo Indians is committed to a drug and alcohol-free workplace. Any job offer is conditional upon successfully passing a pre-employment drug test and an extensive background security check.

Preference will be given to qualified Native American applicants in accordance with the Indian Preference Act Title 25, US Code Section 472 & 473 and PL 93-638. Appropriate verification of Native American status is required. Other than the aforementioned, Federal Law requires that all applications be considered without regard to race, religion, color, sex, age or national origin. The Hopland Band of Pomo Indians is an Equal Opportunity Employer, subject to provision of P.L. 93-638 Indian Preference Act.