



Muscogee (Creek) Nation
Human Resource Management Services

Employee Requisition

PO BOX 580
 OKMULGEE, OK 74447
 Telephone (918) 732-7827
 Toll-Free (800) 482-1979
 Fax (918) 756-2284

Submitted Date 05/12/2022	Employee Requisition Number	JOB OPPORTUNITY	
Title/Position: BUS DRIVER/ MAINTENANCE			
Pay Grade SG 9	Salary Range \$28,308-36,940	Classification Full Time	
Department: TRANSIT	Location: Okmulgee	Location Code: 204	FT/PT 1-Full Time

COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.

General Summary:	Shall operate Transit vehicles on a daily basis and supervise routine vehicle maintenance schedules. Determine needed repairs and/or replacement of parts, ensuring the availability of vehicles in safe operating condition, and providing written documentation of repairs.
Principal Duties and Responsibilities:	1. Responsible for supervision of routine vehicle maintenance and scheduling service appointments for all Transit vehicles. 2. Keeps accurate records of all maintenance and service performed. 3. Performs routine preventive maintenance on all vehicles ensuring that it is maintained in a safe operating condition. 4. Diagnoses potential vehicle malfunctions for the purpose of determining needed vehicle repairs and/or replacement. 5. Maintains tools and/or equipment for the purpose of ensuring the availability of equipment in a safe operating condition. 6. Provides written documentation of repairs to meet federal requirements. 7. Drives regularly scheduled routes and prepares vehicles condition reports at beginning and end of each shift. 8. Operates wheelchair lift and helps passengers needing assistance with boarding. 9. Sees that bus interiors are cleaned daily & perform all other duties as assigned. 10. Observe legal, safe and defensive driving practices. 11. Establish and maintain cooperative and effective working relationships with others.
Minimum Requirements:	Must have a valid Oklahoma driver's license and be able to obtain an Oklahoma Class B Commercial Driver's License with a Passenger Endorsement during the 60-day probationary period. (Training will be provided to qualified applicants.) Possess good organizational skills, be computer literate.
Preferred Requirements:	Two years' experience in a Transit program & knowledge of vehicle maintenance. Skills required to satisfactorily perform the functions of the job; operating equipment used in bus maintenance, planning and managing projects and preparing and maintaining accurate records.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	



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Competencies:

- Customer Service:** Responds promptly to customer needs.
- Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.
- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.
- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction.

Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move: Up to 50 lbs. Up to 100 lbs. Over 100 lbs.
 Physical Exam Required

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- Fumes or airborne particles Outside weather conditions Toxic or caustic chemicals
 Risk of electrical shock Vibration Loud Noise

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.



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MCN Policy Requirements:

All Employees are subject to pre-employment background checks and drug testing. According to MCN Policy Section 502:Page 12/Section 503 110-111. All applicants must pass a drug test before beginning work. Any candidate who fails or refuses a drug test shall be withdrawn from employment consideration.