



**SAFETY SENSITIVE POSITION**

**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<br>02/06/2023                     | Employee Requisition Number<br><b>ER-23216</b> | <b>JOB OPPORTUNITY</b>      |                         |
| Title/Position:<br><b>BUS DRIVER / CUSTODIAN</b> |  |                             |                         |
| Pay Grade<br>SG 9                                | Salary Range<br>\$28,308-36,940                | Classification<br>Full Time |                         |
| Department:<br>HEADSTART TULSA CENTER            | Location:<br>Tulsa                             | Location Code:<br>108D      | FT/PT<br>1-Full<br>Time |

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

|  |   |
|--|---|
| General Summary:                       | <p>Work effectively as a team member, under the direct supervision of the Center Supervisor.</p> <p>Must have good organizational, interpersonal, and time management skills.</p> <p>Adheres to guidelines set in Muscogee (Creek) Nation Head Start Policies and Procedures, Muscogee Nation Policies and Procedures, DHS Child Care Licensing requirements and federal and state guidelines as related to Head Start.</p> <p>Ensures Head Start's physical environment and facilities are conducive to learning and reflective of the different stages of development of each child.</p> <p>Responsible for maintaining and cleaning the center, equipment and bus on a daily basis to ensure that facilities provide a safe and secure environment that is free of toxins, dangerous materials and contaminants.</p> |
| Principal Duties and Responsibilities: | <p>Operates a bus as needed to transport students to and from the Head Start Center to field trips and other activities. Bus driver must have children's safety as a first priority at all times. Check bus seats to make sure all children are off the bus.</p> <p>Prior to operating bus, pre-trip and post-trip inspection: checks front end, oil, radiator, battery, tires and belts in order to maintain motor vehicle used in transporting of students and staff.</p> <p>Assist with planning bus routes so that the bus route is limited to one hour round trip and meets the transportation requirements for transporting students.</p> <p>Reports repair work and complete work order(s) needed to the Center Supervisor for processing of work order(s).</p>  |



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Delivers and retrieves supplies and equipment at the Head Start Administrative office as requested by the Center Supervisor, Coordinator/ Specialist or Manager and must be able to lift (50) fifty pounds or more.

Inventory control of cleaning supplies, including ordering, receiving and rotating supplies.

Responsible for sweeping, sanitizing interior, mopping and vacuuming building, buses and equipment on a daily basis to maintain cleanliness and sanitation.

Replaces light bulbs, depleted restroom supplies and other expendable items in order to maintain adequate supplies. Repair and replace doors, drawers, light fixtures, wiring, electrical sockets, etc., found in the centers.

Ensures all outdoor areas are free of glass, stones, and sharp objects, standing water, and litter.

Perform regular upkeep of outside areas for Head Start facilities, includes mowing lawns, removal of poisonous plants, weed eating, etc.

Ensures garbage disposed in covered containers and in designated areas.

Ensures that facilities, playground and storm shelter maintained for safety, cleanliness and in compliance with DHS licensing (as required), Head Start Performance Standards and Head Start service plans or policies and procedures, doing minor repairs and small maintenance projects for facilities.

Follow daily, weekly and monthly cleaning schedules and maintain cleaning checklist.

Maintain playground daily/weekly checklist.

Seasonal deep cleaning and maintenance of building interior and exterior (i.e. floor waxing, carpet cleaning, painting).

Interacts appropriately with children and parents at all times.

Attend all mandatory trainings, workshops and professional development throughout the year and implement knowledge and techniques gained.

Observe strict confidentiality regarding children, families, staff and make parents aware of this policy. Must sign Compliance of Confidentiality.

Must participate in the Annual Community Assessment and program self-assessment.

Must be familiar with the Performance Standards.



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|  | <p>Must obtain Food Handlers Permit and CPR/AED, MAT &amp; First Aid card and any other required trainings as scheduled by the program.</p> <p>Must document and report suspected child abuse, neglect, etc. as mandated by the Muscogee (Creek) Nation Head Start Policies, tribal, state &amp; federal laws.</p> <p>Upon hire, must obtain an initial TB skin test and physical and thereafter obtain a physical annually.</p> <p>Must obtain a Commercial Driver License (CDL) within the first six (6) months of employment.</p> <p>Performs all other duties as assigned by the Manager, Program Coordinators/Specialist and Center Supervisor as related to program philosophy.</p> |
| <p>Minimum Requirements:</p>                         | <p>High School Diploma or GED</p> <p>Knowledgeable in using power tools, in lawn care, and of building construction.</p> <p>Must possess a valid Oklahoma Driver's License with a good driving record.</p> <p>Must pass background check, fingerprinting and drug testing.</p>  |
| <p>Preferred Requirements:</p>                       | <p>Commercial Drivers License</p>   |
| <p>Valid Oklahoma Driver's License required?</p>     | <p>Yes</p>  |
| <p>Please list any additional licenses required:</p> |   |

**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.



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- 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:

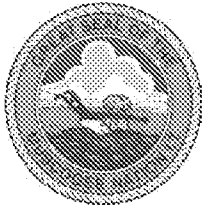
- Fumes or airborne particles  Outside weather conditions  Toxic or caustic chemicals  
 Risk of electrical shock  Vibration  Loud Noise

#### Would this Open Position be considered a Safety Sensitive Position? Check All that Apply

Note: If **any** box is checked THIS IS A SAFETY SENSITIVE POSITION **(No failed drug test is tolerated).**

- The handling, packaging, processing, storage, disposal or transport of hazardous materials.
- The operation of an MCN vehicle as part of your primary job function, operation of equipment, machinery or power tools.
- Repairing, maintaining or monitoring the performance or operation off any equipment, machinery or manufacturing process (preparing food where knives and kitchen equipment is used), which could result in injury or property damage.
- Performing Firefighting, First Responder or EMT duties.
- The operation, maintenance or oversight of critical services and infrastructure including but not limited to, electric, gas, and water utilities, power generation or distribution.
- Dispensing Pharmaceuticals.
- Direct patient care or Direct Child, Elderly, or Disabled care.
- An individual performing security, surveillance or law enforcement duties.
- Jobs/positions within MCN governed under the rules/jurisdiction of the Dept. of Transportation.
- None of these apply.

#### Disclaimer:



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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.

#### **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.

#### **Medical Marijuana License Holder Protection and Non-Discrimination**

A. Unless a failure to do would cause The Muscogee (Creek) Nation to imminently lose a monetary or licensing related benefit under federal law or regulations and with the exception of employees whose jobs are safety sensitive or primary job function is driving, The Muscogee (Creek) Nation shall not discriminate against a person in hiring, termination, or imposing any term or condition of employment or otherwise penalize a person based upon either: a. Solely, the person's status as a medical marijuana license holder; or b. Solely, the results of a drug test showing positive for marijuana and its components. B. Employees that are medical marijuana card holders shall not use, possess or be under the influence while at their place of employment or during hours of employment.