



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 11/05/2018	Employee Requisition Number ER-19032	JOB OPPORTUNITY	
Title/Position: BUS OPERATOR			
Pay Grade SG 7	Salary Range \$22,380-29,161	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:	Under the direction of an assigned supervisor, operates buses and various vehicles providing safe and efficient transportation services to citizens and the general public.
Principal Duties and Responsibilities:	1. Shall transport passengers along a designated route and/or demand response in a safe and timely manner. 2. Pre-Trip vehicle prior to operation including checking items such as; fuel, engine oil, water, tires and lights utilizing a vehicle safety checklist. Perform Post-Trip inspection at the end of shift on each vehicle driven. 3. Maintain assigned vehicles in a clean and proper working condition; report repair needs immediately. 4. Observe legal, safe and defensive driving practices. 5. Assists handicapped passengers with boarding, seating and exiting the bus. 6. Responsible for and capable of operating lift and/or ramp equipped vehicles and securing passengers who require mobility devices. 7. Understand and follow all oral and written directions. 8. Read, interpret and follow rules, regulations, policies and procedures. 9. Maintain legible records and logs (mileage, passenger count, etc.) 10. Establish and maintain cooperative and effective working relationships with others. 11. Perform basic first aid as necessary and in accordance with established guidelines and procedures.
Minimum Requirements:	Must possess a valid Oklahoma drivers license and be able to obtain an Oklahoma Class B Commercial Drivers License with-in the 60 day probationary period. (Training will be provided to qualified applicants.)
Preferred Requirements:	Class B Commercial Driver's License with passenger Endorsement. Three years experience in the Transportation and/or Transit fields.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

Competencies:

Customer Service: Responds promptly to customer needs.



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- 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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