

Muscogee (Creek) Nation
Human Resource Management Services

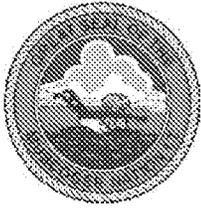
Employee Requisition

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

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|---|---------------------------------|--------------------------|-------------------------|
| Submitted Date 04/18/2016 | Employee Requisition Number | JOB OPPORTUNITY | |
| Title/Position: TRANSPORTATION-FACILITY COORDINATOR | | | |
| Pay Grade HG 9 | Salary Range \$28,308-36,940 | Classification Hourly | |
| Department: HEAD START | Location: Okmulgee | Location Code: 108 | FT/PT 1-Full Time |

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

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| General Summary: | <p>Works as a team member, under the direct supervision of the Manager.</p> <p>Must be familiar with the Performance Standards, Head Start Act, and Oklahoma DHS Child Care licensing regulations, particularly with regard to Facilities, materials and equipment; 1304.53 and Model Tribal Head Start Health & Safety Code. Adheres to guidelines set in Muscogee (Creek) Nation and MCN Head Start Program Policies & Procedures Manuals.</p> |
| Principal Duties and Responsibilities: | <p>Responsible for the upkeep of all facilities owned or used by the Head Start Program; maintenance, repair, safety and security of the facilities, materials and equipment. Ensure all aspects of transportation of children prevention maintenance program for buses and vans is in place and implemented.</p> <p>Attends all training and re-certification training for the Bus Driver Examiner Certification from the State Board of Education, the Certified Driver's License (CDL) certification from the National Safety Council.</p> <p>Maintain record keeping system comprised of training file on each staff member who drives a bus. Instructs for all aspects dealing with buses and vans, scheduling and conducting bus certification training upon request.</p> <p>Knowledge of computers and training resources, office skills and basic vehicle maintenance requirements. Ensure that each center complies with 45CFR 1306.30, pertaining to State and Local requirements concerning licensing. Ensure that all centers have current, fire, health & safety monthly/annual inspections.</p> <p>Supervises and promotes team cooperation in the provision of each center Bus Driver/Custodian and of the transportation and training.</p> <p>Ensure appropriate number of smoke detectors and fire extinguishers are installed and tested regularly. Ensure exits are clearly visible and</p> |

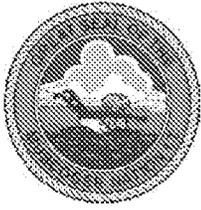


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| | <p>evacuation routes are clearly marked and posted. Ensure paint coatings on both interior and exterior premises used for the care of children do not contain hazardous quantities of lead.</p> <p>Will do monthly safety inspections to ensure that each facility's space, light, ventilation, heat and other physical arrangements are consistent with the health, safety and development needs of children.</p> <p>All sewage and liquid waste is disposed of through a locally approved sewer system.</p> <p>Must document and report suspected child abuse, neglect, etc. As required by the MCN Head Start Policies & Procedures and tribal, state and Federal laws. Must sign statement of understanding verification of training on reporting procedures and responsibilities of reporting abuse, neglect, etc.</p> <p>Maintains a data file on work orders and work done at facilities along with a checkout system for all vehicles. Maintains an accurate inventory of all programs supplies and equipment in centers, collaborations and offices. Requisitions tools, equipment and supplies as needed ensuring budgetary control and TERO vendor process. Ensure all staff is current on all health safety and bus certificates.</p> <p>Communicates with vendors regarding equipment and transportation problems.</p> <p>Maintains records of Health & Safety Daily Center checklists from each MCN Head Start center. Ensures that every MCNHS centers provide a well-maintained and safe indoor and outdoor environment that is conducive to learning and reflective of the different stages of development for each child.</p> <p>Conducts monthly site visits observe condition and practices. Ensures every MCNHS center has an up-to-date Material Safety Date Sheet (MSDS) for cleaning products used in MCNHS centers.</p> <p>Able to perform minor facility and plumbing repairs or coordinate any major repairs needed with outside TERO vendors. Orders, purchase or gather needed tools and materials to complete maintenance requests.</p> <p>Meet with Center Supervisors to review their plans to ensure:</p> <ul style="list-style-type: none"> a. Building Security b. Policy for use of facility by other groups or programs c. Vandalism and robbery reports on file/Local law/fire officials <p>Other duties as assigned.</p> |
| <p>Minimum Requirements:</p> | <p>Must have an Oklahoma Bus Drivers Certificate and CDL License along with an initial TB skin test and a physical upon employment</p> |



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| | <p>Must obtain a CPR and First Aide within the six weeks of employment.</p> <p>Associates of Art of Science with good driving record. Two years experience in maintenance of facilities or building maintenance, some experience in electrical, plumbing and watering systems. Substantial decision making relative to personnel, safety, fiscal and operations management. Significant problem solving to ensure program and system compliance. Physical capability, strength and coordination adequate to operate a 29 passenger bus. Strong oral/written communication and training skills.</p> |
| Preferred Requirements: | <p>Associate's Degree of Art or Science or degree/certification in a related field from two-year college or technical school; or three years related experience and/or equivalent combination of education and experience. May include two years or more of undergraduate College course work. Ability to calculate figures and amounts such discounts, interests, percentages. Ability to apply basic math concepts.</p> |
| Valid Oklahoma Driver's License required? | Yes |
| Please list any additional licenses required: | |

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:



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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.