

Sitka Tribe of Alaska
Job Description
TRANSPORTATION MANAGER

Exempt:	Yes	Grade:	8
Department:	Transportation	Hours:	8:00a.m. -4:30p.m.
Reports to:	Transportation Director	Effective Date:	July 8, 2021

I. SUMMARY

This position is responsible for assisting the Transportation Director in the day-to-day operation of “the RIDE”, Sitka’s Public Transit Fixed Route System and the Tribal Transportation program.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

A. Supervision and Authority

This position directly supervises Transportation department employees including hiring of new employees, training, and termination if necessary.

B. Primary Duties

- Prepares and implements training for Commercial Driver Licenses -Class C *with Passenger Endorsement*
- Prepare weekly assignment schedules for drivers
- Prepare paperwork for drivers, pick up and drop of pre-trip sheets, sign in/out sheets and tickets
- Maintain vehicle maintenance including preventative maintenance
- Maintain timesheets for staff
- Public Transit Fixed-Route Bus Operations, Manager will be required to fill in as a driver when short staffing occurs
- Follow the route and designated time schedule set forth by “the RIDE”
- Operate large vehicles in a proficient and careful manner
- Provide aide to passengers who may need extra assistance
- Operators are responsible for the safety of their passengers
- Report any accidents or vehicle damage to supervisor immediately
- Report any damage to vehicles that may not have been previously noticed
- Ensure elderly individuals and individuals with disabilities are provided access to public transit
- Responsible for ensuring all pre-trip reports are completed

C. General Duties

- Ensure Cleanliness of Vehicles
 - Drivers are responsible for the interior cleanliness of their bus
 - Drivers are assigned to clean bus exteriors on a rotating schedule
- Prepares, executes, and takes notes of driver meetings
- Help recruit, interview, hire and orient/train transportation department staff

- Enter data and provides monthly reporting to fulfill contracts

D. Meetings, STA Reporting and Professional Conduct

- Attend all required trainings and workshops
- Attend staff meetings
- Responsible for daily pre-trip and post-trip vehicle inspections
- Record daily work hours by accurately signing in and out
- Submit completed and signed time sheets on scheduled days
- Attend other meetings as scheduled or requested by the General Manager
- Maintain a professional appearance in the community at all times
- Represent Sitka Tribe of Alaska and maintain positive relations with other tribal, state, federal and local governments, public agencies, Tribal Citizens, the public, and the media
- Treat STA Council, staff, Tribal Citizens, and the public in a respectful manner
- Perform other duties as assigned

III. MINIMUM REQUIREMENTS

A. Education

- High School Diploma or GED

B. Experience

- Three (3) years of management or supervisory experience

C. Additional Requirements

- Valid Alaska Commercial Driver's License

D. Knowledge, Skills and Abilities:

- Excellent communication and public relation skills
- Ability to communicate clearly, both verbally and non-verbally, to passengers and co-workers in a professional manner
- Ability to maintain composure and professionalism in high pressure situations
- Ability to delegate tasks
- Ability to prioritize work

IV. PREFERRED KNOWLEDGE, SKILLS AND ABILITIES

- Associate or bachelor's degree
- Understanding of the Native Community in Sitka
- Previous experience working for a tribal government

V. PREFERENCE

Tribal Citizen and Native preference in hiring applies as outlined in the STA Hiring Policy and Procedure and the STA Employee Handbook.

VI. ADDITIONAL

A. Criminal Background Check

This position requires full compliance with the STA Criminal Background Check ordinance. All candidates for this position must consent to a criminal history record check, submit fingerprints and submit a supplemental employment application. No individual may fill this position:

- Who has been convicted of any crime involving a sexual offense,
- Who has been found guilty of two misdemeanors or one felony of a crime against a person, a child or involving violence,
- Whose past conduct creates an immediate or long-term risk for any Indian child or raises questions about an individual's trustworthiness,
- Who is currently subject to a restraining order issued after a hearing which restrains the individual from harassing, stalking, or threatening an intimate partner or a child,
- Who has ever been convicted or plead no contest to two misdemeanors or one felony crime involving theft or dishonesty.

The individual who holds this position is required to report any violation of a criminal statute within one working day of the charge or conviction to the individual's immediate supervisor.

B. Drug- and Alcohol-Free Workplace

This position is required to comply with Sitka Tribe of Alaska's Drug and Alcohol-Free Workplace Ordinance. This position therefore is subject to reasonable suspicion and follow-up drug/and or alcohol testing.