



PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2024-080
EDUCATION
TRANSPORTATION/FACILITY COORDINATOR

Position Title:	Transportation/Facility Coordinator	Pay Level:	\$20.13 – \$30.20
Position Open Date:	10/10/2024 – Until Filled	Classification:	Non-Exempt
Position Status:	Full-Time	Location:	Education
Supervisor:	Manager, Coordinated School Health Program		

POSITION SUMMARY:

Responsible for coordinating transportation services for children participating in the Coordinated School Health Program; coordinating program initiatives with local schools, tribal programs, and community organizations; ensures the well-being and safe transport of all children.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties required.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION & EXPERIENCE:

High school diploma or General Equivalency Diploma (GED); AND experience related to the essential functions and responsibilities.

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License
Background Investigation
New Mexico Class B Driver's License with passengers and bus driver endorsements.
CPR & First Aid certification or obtained within 60 days of hire.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made enable individuals with disabilities to perform the essential functions.

Strength and mobility to work in a typical student transport setting and with school buses; stamina to perform sustained physical labor, including standing, walking, climbing; strength to lift and maneuver materials and equipment weighing up to 50 pounds with proper equipment; vision to read printed materials; and hearing and speech to communicate in person or over a radio or telephone.

Work is subject to exposure to fumes and adverse environmental conditions.

ESSENTIAL FUNCTIONS:

- Plans, organizes, coordinates, provides direction, and reviews the transportation requests and requirements of the program.
- Assists in the development and implementation of goals, objectives, policies, procedures, and work standards for the area of responsibility.
- Trains staff and provides for their professional development to maintain their CDL license; Suburban Certification; Physical health examinations, & re-certifications.
- Drives the bus; works with program staff, school leadership and teachers regarding the pick-up and drop off children for School Health Programming; schedules bus monitors as needed; maintains roster of children & emergency contact information; ensures the children are picked up and dropped off per determined schedule.
- Supports overall program implementation, class instruction, activities, events, and meetings, as necessary in collaboration with other school health team.
- Establishes safe and efficient bus routes; maintains transportation service plan in compliance with regulations, policies, and procedures developed by Jemez Education and/or in line with NM PED School Transportation and the Office of Head Start.
- Conducts complete pre and post trip safety inspections; monthly and quarterly inspections; schedules maintenance and repair services of the program buses with mechanic; maintain records of maintenance performed.
- Ensures the comfort and safety of the students, respective school staff and overall education program staff.
- Maintains a variety of records; makes periodic & special reports of work performed.
- Contributes to the overall quality of the program's service provision by developing and coordinating work teams and by reviewing, recommending, and implementing improved policies and procedures.
- Enhance professional growth and development through participation in educational programs, meetings, and workshops; attends meetings and conferences; coordinates information exchange.
- As necessary, develops and maintains transportation regulations and program procedures; maintains records.
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

REQUIRED KNOWLEDGE AND SKILLS:

Knowledge of:

- NM PED School Transportation Regulations and Head Start standards and regulations.
- Methods and practices of bus inspections.
- Documentation principles and practices.
- Standard office practices and procedures.
- Records management principles and practices.
- Communicating effectively in oral and written forms.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds, in person and over the telephone.

Skill in:

- Planning, organizing, scheduling, and coordinating transportation work of staff.
- Providing for staff training, reviews, and work instruction.
- Bus inspections.
- Maintaining accurate records of work performed.
- Communicating effectively in oral and written forms.
- Preparing clear and concise documentation, reports, correspondence, and other written materials.
- Using initiative and independent judgment within established procedural guidelines.
- Working without close supervision in standard work situations.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Contributing effectively to the accomplishment of team or overall program goals, objectives, and activities.

To apply for the position posted, please apply as follows

Send;

Pueblo of Jemez Job Application

To;

humanresources@jemezpueblo.org

Or;

Pueblo of Jemez-Attention Human Resources Department

PO Box 100

Jemez Pueblo, NM 87024