

San Xavier District

Job Description

Transporter

Department: Wa:k Senior Services

San Xavier District – Tohono O’odham Nation

Reference: (110-G)

This job description serves as a guide for establishing the criteria to fill a specific function or appraise the level of performance related to that function. In its sole discretion, the District may choose to fill this function by contracting with individuals or corporate entities rather than hiring an employee. The job duties referenced here are examples and may change from time to time.

1. Job Summary

- a) Hourly, non-exempt, full-time, non-supervisory position.
- b) The Senior Services Transporter will provide quality services to the elders and disabled clients of the San Xavier District Wa:k Senior Services Program.
- c) Supervised by the Wa:k Senior Services Program Director.
- d) Salary Range – NE3.

2. Responsibilities

- a) Essential Duties.
 - i) Acknowledges and greets all visitors and District employees politely and professionally.
 - ii) Picks up clients for the congregate/recreation center and returns to their homes.
 - iii) Transports and escorts clients into medical appointments, the ER & specialty clinics in the San Xavier/Tucson area.
 - iv) Picks up and delivers monthly food commodities and medical equipment for clients.
 - v) Transports and escorts clients to various activities and functions.
 - vi) Coordinates client transportation with the Tohono O’odham Nation Health Transportation Department as needed.
 - vii) Assists in planning, organizing, and scheduling activities, events, and outings for the Senior Services Program.
 - viii) Submits weekly reports and attends client, departmental, and all-staff meetings.
 - ix) Maintains accurate records of Senior Services Department clients and other relevant information on transportation for trips or events.
 - x) Coordinates vehicle services with Garage/Van Pool and maintains vehicle log and safety equipment.
 - xi) Cleans departmental vehicles as needed.
 - xii) Receives and completes paperwork for items delivered to the Senior Services Department.

- xiii) Attends and participates in departmental and All-Staff, and other job-related meetings and trainings.
- xiv) Maintains confidential and sensitive information.
- xv) Performs other duties as assigned and executes other responsibilities and projects as necessary.

3. Knowledge Skills & Abilities

- a) Knowledge of –
 - i) working with elders and disabled individuals.
 - ii) Arizona Department Of Transportation, Tohono O’odham Nation or any other transportation requirements.
- b) Ability to –
 - i) travel as needed and work flexible hours.
 - ii) work with minimal supervision.
 - iii) lift, carry or assist elders safely.

4. Working Conditions

a) Environment.

Hot ☒ Noisy ☐ Dust/Fumes ☐ Cold ☐ Outdoors ☒ Chemicals ☒ BTI Contact with substance that could cause allergic reactions: Yes ☒ No ☐ Describe: Pollen Protective Equipment Used: Other: ☐ Explain:

b) Physical Activities and Requirements.

Requirements	Sometimes 0 - 29%	Frequently 30 - 59%	Constantly 60 - 100%	N/A	Comments
Bending/Pushing/Pulling	✓				
Climbing Ladders				✓	
Climbing Stairs	✓				
Collating/Filing	✓				
Digging		✓			
Dialing		✓			
Hearing		✓			
Lifting/Carrying 25lbs.	✓			✓	
Lifting/Carrying 50lbs.	✓				
Lifting/Carrying 75lbs.	✓				
Reaching Overhead				✓	
Reading		✓			
Repetitive Motion/L-R		✓			
Speaking		✓			
Standing	✓				

Requirements	Sometimes 0 - 29%	Frequently 30 - 59%	Constantly 60 - 100%	N/A	Comments
Sustained Mental Aptitude			✓		
Sustained Visual Aptitude			✓		
Threading				✓	
Using Keyboard		✓			
Vehicle Operation			✓		
Walking		✓			
Writing		✓			
Other:					

5. Qualifications

- a) High school diploma or equivalent.
- b) Two (2) years of work experience in a similar position, or a combination of training and education, which demonstrates the ability to perform this position's duties.
- c) Able to obtain a fingerprint clearance card before hire and maintain clearance every six (6) years.
- d) Able to successfully pass a physical examination if requested.
- e) Valid Arizona Driver's License with no DUIs or major traffic offenses within the past three (3) years.
- f) Bilingual – O'odham/English preferred.

When filling vacancies, per the Indian Preference Act (Title 25, US Code, Section 472 & 473), the San Xavier District gives preference to (in sequential order):

- (1) enrolled members of the San Xavier District
- (2) enrolled members of the Tohono O'odham Nation
- (3) enrolled members of other nations or tribes
- (4) all other qualified candidates

San Xavier District is committed to providing Equal Employment Opportunities.

Reviewed and Approved By:

Employee Signature: _____ Effective Date _____

Immediate Supervisor: _____ Effective Date _____

Next Level Supervisor: _____ Effective Date _____

San Xavier District is an "Alcohol/Drug-Free Work Place"