



PYRAMID LAKE PAIUTE TRIBE

PO BOX 256
NIXON, NEVADA 89424

JOB ANNOUNCEMENT

TRANSIT OPERATOR

Transportation Department, Nixon, NV
\$20.55 - \$22.66 hr. Regular, Full-Time, Non-Exempt
Class Code: 115, Grade 155, Step 1-3; DOE

Date Posted: 02/04/2025.

Date Closes: 02/20/2025.

DEFINITION: The Transit Operator provides safe and direct means of public transportation service for the community on and off the Pyramid Lake Indian Reservation. Pyramid Lake Paiute Tribal Transit is committed to providing comprehensive and reliable fixed route transit service to its passengers.

DUTIES & RESPONSIBILITIES:

- Operate assigned transit vehicle by; safely picking up and dropping off passengers at designated transit bus stops.
- Load and unload wheelchaired passengers onto the bus safely.
- Observe and assist passengers with loading bicycles onto the bus bicycle rack when applicable.
- Properly input information onto electronic bus designation signs when applicable.
- Responsible for assigned handheld electronics and ensure proper operation of bus cameras.
- Provide a comfortable riding atmosphere for riders with temperature regulating.
- Maintaining on-time service delivery with safe operation.
- Maintain electronic transit systems including Global Positioning System (GPS) devices; ensuring concise and clear information is exchanged upon shift changes to other transit operators.
- Plan and assist with behind-the-wheel training for new drivers. Acquire and maintain training and safety materials.
- Adhere to State of Nevada and Pyramid Lake Paiute Tribe's traffic rules and regulations and utilize planned routes. Demonstrate excellent defensive driving skills.
- Determine route changes when applicable due to traffic accidents and inclement weather.
- Observe the behavior of passengers and maintain order as necessary. Make appropriate and prompt reporting of incidents that occur on the bus while in operation. Render emergency aid to passengers when necessary.
- Perform minor maintenance, repair and cleaning work on transit vehicles, fuel vehicles and check fluids. When assigned, assist in maintenance of bus shelter, stops and transit system office; bus delivery to preventive maintenance scheduling; ordering and picking supplies.
- Promote positive relations by greeting passengers in a pleasant and courteous manner; provide bus information pertaining to transit routes, bus stops, fares, general schedule information and transfer points; securing and turning in lost articles found in vehicles.
- Collect bus fares from passengers, ensure correct amounts are received and submit fare collections to the Tribal Finance Department for depositing as required.
- Responsible for maintaining a clean and safe environment by cleaning windows, seats, and flooring of the bus assigned to daily; emptying trash bins; washing interior and exterior windows including mirrors; sanitizing seats and grabbing rails.
- Maintain transit forms daily by completing pre and post trip vehicle inspections, daily ridership information and fuel logs.
- Attend Transit-related meetings and safety training as necessary or directed.
- Perform other related duties as assigned, including office or service duties as needed.

MINIMUM QUALIFICATIONS:

- Knowledge of traffic laws on and off of the Pyramid Lake Indian Reservation; public safety requirements in the operation of Transit vehicles; wheel chair lifts; geography of the service areas which include Nixon, Sutcliffe, Wadsworth, Fernley and the cities of Reno/Sparks; emergency procedures; elements of first aid and CPR; principles of good customer service; public transportation services; understanding written and oral instructions; working with various cultural and ethnic groups in a tactful and effective manner.
- Ability to operate a 14-passenger Transit bus; observe passenger activities during travel and stops ensuring safety regulations; demonstrate sensitivity to a diverse group of individuals including the elderly and disabled; deal with the public in a pleasant and courteous manner and to remain calm in adverse weather condition, crowded traffic conditions, and when dealing with irate or disorderly passengers; follow oral and written instructions; communicate effectively verbally and in writing; maintain clear and accurate records, logs and reports; effectively respond to emergencies on and around vehicles; and to work varied hours, days and shifts; demonstrate self-motivation, service to the public, and a willingness to do a good job; lift heavy objects on a regular basis; maintain physical condition to assist elders and disabled utilizing the wheelchair lift; intermittently sit while driving a bus; stand and walk while performing routine maintenance on a bus; regularly lift weight up to 50lbs.
- Must obtain First Aid/CPR certification within a three-month probationary period, or at first opportunity.
- Must have a valid Nevada driver's license. Must provide a Department of Motor Vehicle driving printout of traffic record. Must possess and maintain a satisfactory driving record and be insurable with the Tribe's insurance carrier.
- The position is subject to drug and alcohol testing requirements set for Tribal and Federal Regulations/US Department of Transportation.
- Must favorably pass a thorough background investigation according to Federal and Tribal standards.
- Be willing to work varied schedules and routes.

REQUIRED EXPERIENCE & TRAINING:

High School graduate or GED. Be 21 years or older. Must have at least two (2) years of related driving experience that would demonstrate the ability to perform the duties with no history of DUI/Impaired Driving Violations in the last five (5) years. Must have good driving habits and experience in basic vehicle maintenance.

TO APPLY: Applications may be obtained from the Human Resources Office at the Tribal Administrative Building in Nixon, Nevada; by writing to the Pyramid Lake Paiute Tribe at PO Box 256, Nixon, NV 89424; or by calling the Human Resources Office at (775) 574-1000, Extension 1132.

The Pyramid Lake Paiute Tribe is a drug free workplace. Applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment. . In addition, the Tribe implements a Background Investigation Program in which all employees are subject to a background investigation and favorable suitability determination as a condition of employment.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). However, the Pyramid Lake Paiute Tribe is an Equal Opportunity Employer, and all qualified applicants will be considered in accordance with the provisions of Section 703(I) of Title VII of the Civil Rights Act of 1964, amended in 1991.