

**Sitka Tribe of Alaska
Job Description**

“the RIDE” On-Call Maintenance Specialist

Exempt:	No	Salary Level:	\$15-\$21/hour
Benefits:	No	Hours:	Varies
Department:	STE	Reports to:	Transportation Manager
Prepared by:	Transportation Director	Approved by:	General Manager

I. SUMMARY:

This position supports operations of “the RIDE”, fixed-route public transportation program through maintenance of buses and bus facilities. Work hours vary and are based on bus maintenance and facility needs. Employee must be available to work on occasionally weekends, evenings or some holidays.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES:

Preventative Maintenance of buses

- Support the Manager and/or Director to adherence of the Preventative Maintenance Plan
- Respond to support bus maintenance needs in a timely manner
- Coordinate bus maintenance needs with the: Transportation Manager/Director, Bus Mechanic(s) and bus driver(s) as necessary
- Check/empty bus shelter trash cans as necessary
- Clean bus shelters as necessary
- Assist with cleaning buses as necessary
- Maintain bus stop signage
- Snowplow and shovel entrances of bus stops and snowplow other locations as instructed
- Other related duties as assigned

Meetings, Responsibilities and Professional Conduct

- Attend required meetings when supervisor requires
- Professional conduct with supervisor, drivers, mechanic(s), public, STA staff and vendors
- Submit completed, dated and signed timesheet by deadline
- Responsible for safekeeping and return of assigned keys

III. MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities

- Must be able to perform all duties in a safe and efficient manner
- Must be physically able to perform required tasks outside in varying weather conditions
- Must have a high school diploma, or equivalent
- Must be able to work independently and follow direction with minimal guidance
- In previous employment, demonstrated ability to be a reliable worker (show up on time and consistent with the required work schedule)
- Alaska Driver License
- Must have a minimum of six-months experience of general maintenance
- Ability to lift and carry 50 pounds on regular basis

Drug and Alcohol-Free Workplace

This position is considered safety-sensitive according to Sitka Tribe of Alaska's Drug and Alcohol-Free Workplace Ordinance. This position therefore requires a pre-employment drug screening, and is subject to reasonable suspicion, random, post-accident, return to duty and follow-up drug and/or alcohol testing.

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 and submit a separate application for suitability. No individual may fill this position:

- Who has been convicted of any crime involving a sexual offense

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.

IV. PREFERENCE

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