



CITY OF ALEKNAGIK
P.O. Box 33, Main Street
Aleknagik, Alaska 99555-0033
Phone:907-842-5953
Fax:907-842-2107
Website: AleknagikAK.GOV

JOB LISTING – June 5, 2019

TEMPORARY LANDFILL ATTENDANT

- Requires a high school diploma or equivalent
- Must have excellent mathematical skills
- Ability to read and follow direction of landfill regulations
- Seasonal Position, works Tuesday, Thursday and Saturday
- Pay Scale Starts at \$17.50
- Position closing date: June 19, 2019

ON-CALL OFFICE WORKER

- Requires a high school diploma and/or GED
- Must know or be willing to learn Office software including MS Office and QuickBooks.
- Operate office machines including: Computer, Printer, Copier, and other small electric office machines
- On-call position. Works as needed.
- Pay scale starts at \$11.50/per hour
- Open until filled.

PART-TIME MAINTENANCE WORKER

- Requires a high school diploma or GED
- Preferred Alaska Commercial Driver's License
- Perform a variety of labor-intensive work as assigned.
- Fills in or supplements the need for maintenance department staff as needed
- Must be able to operate and maintain a variety of heavy equipment, and able to perform a variety of building maintenance tasks
- Pay scale starts at 17.50/per hour
- Open until filled

CITY ADMINISTRATOR

- Requires a high school diploma or equivalent.
- Preferred four-year college degree in finance or administration.
- Must have excellent grant/proposal writing skills.
- Must have knowledge of general accounting/bookkeeping procedures.
- Must have excellent computer skills.
- Must be familiar with the culture, customs, and lifestyles of the community.
- Pay scale starts at \$20.00/per hour
- Position Open Until Filled

SCHOOL BUS DRIVER

- Have a valid Alaska State Driver's License
- Pass a DSHS criminal background check with fingerprinting;
- Pass a base and random drug/alcohol testing;
- Be able to work with and get along with others who are different from the mainstream (those who are mentally disabled, geriatric. Etc.);
- Maintain daily log of bus riders and their destinations;
- Perform minor janitorial and light maintenance on the vehicle;
- Inspect vehicle for safety and mechanical performance and report any conditions that need attention to the city clerk, city administrator or mayor;
- Keep students safe by making sure everyone is buckled in.
- Pay Scale is \$20.00 per hour
- Position Open Until Filled

ALTERNATIVE SCHOOL BUS DRIVER

- Have a valid Alaska State Driver's License
- Pass a DSHS criminal background check with fingerprinting;
- Pass a base and random drug/alcohol testing;
- Be able to work with and get along with others who are different from the mainstream (those who are mentally disabled, geriatric. Etc.);
- Maintain daily log of bus riders and their destinations;
- Perform minor janitorial and light maintenance on the vehicle;
- Inspect vehicle for safety and mechanical performance and report any conditions that need attention to the city clerk, city administrator or mayor;
- Keep students safe by making sure everyone is buckled in.
- Pay Scale is \$20.00 per hour
- Position Open Until Filled

The City of Aleknagik is an equal opportunity employer that follows State and Federal Labor Laws. The City of Aleknagik maintains a drug free workplace and drug testing will be required before employment. Unless otherwise stated, applications will be accepted until positions are filled. For more information or application contact the Aleknagik City Office at 842-5953 or 842-2528.

Posted: City Office and Post Office. Faxed: Bristol Bay Job Center, BBNA Workforce, KDLG Radio Station, ATC Offices, ANL and Local School

CITY OF ALEKNAGIK

P.O. Box 33 MAIN STREET
ALEKNAGIK, AK 99555
PHONE – (907) 842-5953 OR 842-2528
FAX – (907) 842-2107

EMAIL: ADMINISTRATOR@ALEKNAGIKAK.GOV

Job Description

JOB TITLE: Temporary North Shore Landfill Attendant

APPOINTMENT: Mayor/City Administrator/Maintenance Foreman
SUPERVISOR: Maintenance Foreman
WORK SITE: North Shore Landfill
WORK HOURS: Tuesdays, Thursdays, and Saturdays from 12:00pm to 3:00pm
REPORTS TO: Maintenance Foreman
SALARY: Depending on experience, starting pay \$ 17.50/per hour DOE

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Performs a variety of labor-intensive work as assigned.
2. Assesses bag number or load size and collect the appropriate fee from landfill users.
3. Direct public on proper placement of solid waste, assist in off loading, and inform public about policies as required. Randomly check loads for unacceptable materials.
4. Clean the facilities and pick up litter.
5. Directs all persons with hazardous waste to the Maintenance Foreman at the North Shore Shop.
6. Accepts, separates, aggregates, monitors and otherwise handles recyclable materials, including salvage areas.
7. Properly wear and use all required personal protective equipment. Make recommendations to improve the operation, maintenance, safety or working conditions at the landfill.
8. Is responsible for the cash box and its contents, landfill key, and security for the landfill gate and shelter.
9. Counts cash receipts, maintains \$20.00 startup cash, fills out a Daily Cash Report, and turns everything in with the cash receipts for each day of work to City Office.
10. Other duties and responsibilities as assigned by the Maintenance Foreman.

MINIMUM QUALIFICATIONS:

1. High School diploma or equivalent.
2. Must pass a criminal background check and maintain good standing.
3. Must be able to pass base drug & alcohol tests and maintain a drug and alcohol free workplace.

PREFERRED QUALIFICATIONS:

1. Demonstrated ability to deal pleasantly and tactfully with the public.

QUALIFICATION REQUIREMENTS: 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: High School Diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS: Ability to read and interpret documents such as rate schedules, safety rules, operating and maintenance instructions, and procedure manuals.

MATHEMATICAL SKILLS: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operating using units of American money and weight measurements, volume, and distance.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand, walk, use hands to fingers, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and talk or hear. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50-100 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and depth perception.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works in outside weather conditions and is regularly exposed to extreme cold weather. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme heat, and risk of electrical shock. The noise level in the work environment is usually moderate.

TIMESHEETS/PAYDAY/PAY PERIOD: The pay period ends every two weeks, with a two-week time delay. This means that you will be paid for the previous two-week pay period at the end of the current pay period, which is a Friday. Timesheets for the current pay period are due every two weeks on payday. You will be informed of the pay period schedule when you are hired.

APPROVAL:

Employee Signature

Date

Supervisor's Signature

Date

CITY OF ALEKNAGIK

P.O. Box 33 MAIN STREET
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PHONE – (907) 842-5953 OR 842-2528
FAX – (907) 842-2107
EMAIL: Mayor@AleknagikAK.GOV

City of Aleknagik Job Description

JOB TITLE: On-Call Office Worker

APPOINTMENT: Mayor or Mayor's Authorized Designee (City Administrator)
SUPERVISOR: City Administrator as the Mayor's Authorized Designee
WORK SITE: City Office Building – North Shore Municipal Vicinity Area
WORK HOURS: Monday to Friday from 9:00 a.m. to 4:00 p.m., or additional hours as assigned.
REPORTS TO: City Administrator
SALARY: Depending on Experience, starting pay \$11.50/per hour

SUMMARY: The Temporary Office Worker does temporary clerical jobs in an office setting either as a fill-in during a temporary absence of a regular worker or is assigned to special projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The Temporary Office Worker shall do clerical work including copying, filing, typing, computer data entry, bookkeeping, and record keeping, and other duties as assigned;

DUTIES:

1. General office duties including answer phones, greet the public, communicating with the public, typing, filing, handle incoming and outgoing mail, and using office equipment (computer, calculator, copier, fax machine, phones, etc.).
2. Willing to do other duties as assigned for the successful completion of a special project. This could include different types of gathering of information by phone, internet, mail out surveys, etc.
3. Willing to travel to meet and work with other people associated with the special project assigned.

QUALIFICATION REQUIREMENTS: 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Must have High School Diploma and/or GED, 3-5 months related experience and/or training. The successful applicant must be able to operate computer, printer, copier, fax machine, and other small electric office equipment.

LANGUAGE SKILLS: Ability to read and write the English Language, Ability to comprehend simple instructions, short correspondence, and memos. Must have the ability to effectively present information in one-on-one and small group situations to customers, clients, and other

employees of the organization. Must also have the ability to work well with others, and have good communication skills.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Must have the ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY: Ability to apply common sense understanding and carry out detailed, but uninvolved written or oral instructions. Must be able to effectively deal with problems such as public service complaints that involve a few concrete variables when dealing with the public in standardized situations.

OTHER SKILLS, ABILITIES, AND DUTIES: It is the duty of the Temporary Office Worker to also perform these tasks:

- Must be able to work alone, with or without supervision.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand, walk, reach with hands, arms, and stoop, kneel, crouch, or crawl. The employee must be able to lift at least 30 pounds. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Noise level in the work environment is usually moderate.

TIMESHEETS/PAYDAY/PAY PERIOD: The pay period ends every two weeks, with a two-week time delay. This means that you will be paid for the previous two-week pay period at the end of the current pay period, which is a Friday. Timesheets for the current pay period are due every two weeks on payday. You will be informed of the pay period schedule when you are hired.

APPROVAL:

Employee Signature

Date

Supervisor's Signature

Date

CITY OF ALEKNAGIK

P.O. BOX 33 MAIN STREET
ALEKNAGIK, AK 99555
PHONE – (907) 842-5953 OR 842-2528
FAX – (907) 842-2107
EMAIL: MAYOR@ALEKNAGIKAK.GOV

Job Description

JOB TITLE: Part-Time Maintenance Worker

APPOINTMENT: By City Mayor and Council Members
SUPERVISOR: Maintenance Foreman
WORK SITE: North and/or South Shore City Maintenance Building/Municipality vicinity area
WORK HOURS: Monday to Friday as needed to complete essential tasks. *Part-Time after hours may be required for emergency purposes evenings and/or weekends.
REPORTS TO: Maintenance Foreman
SALARY: Starting pay at \$17.50 or DOE

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assists with the City's ongoing public roads maintenance, snow removal, airport maintenance, barge freighting activities, and boat hauls (in/out) per Maintenance Foreman's direction.
2. Works under the supervision of the Maintenance Foreman.
3. Responsible for the heavy equipment and other city owned vehicles' maintenance per Maintenance Foreman's direction.
4. Assists with the operation and maintenance of the Municipality owned buildings per Maintenance Foreman's direction.
5. Must be able to pass base drug & alcohol tests, random drug & alcohol tests as may be requested throughout employment, and drug & alcohol tests after any accident.
6. Other duties and responsibilities as assigned by the City Mayor and/or City Council.

QUALIFICATION REQUIREMENTS: 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Hiring preference: Preference will be given to person with valid Alaska Driver's License.

EDUCATION and/or EXPERIENCE: High School Diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience. Preference will be given to applicant with diesel or auto mechanic maintenance experience.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Must have ability to write routine reports and correspondence. Must have ability to speak effectively before groups of customers or employees of organizations.

MATHEMATICAL SKILLS: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Must have ability to perform these operating using units of American money and weight measurements, volume, and distance.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS and ABILITIES: Must be able to obtain a commercial driver's license (CDL) before 90 day trial period is up, if applicable. Must have knowledge and operating experience of heavy equipment and other small maintenance equipment. Must be able to pass a drug and alcohol test prior to operating City equipment.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand, walk, use hands to fingers, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and talk or hear. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50-100 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and depth perception.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works in outside weather conditions and is regularly exposed to extreme cold weather. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme heat, and risk of electrical shock. The noise level in the work environment is usually moderate.

TIMESHEETS/PAYDAY/PAY PERIOD: The pay period ends every two weeks, with a two-week time delay. This means that you will be paid for the previous two-week pay period at the end of the current pay period, which is a Friday. Timesheets for the current pay period are due every two weeks on payday. You will be informed of the pay period schedule when you are hired.

APPROVAL:

Employee Signature

Date

Supervisor Signature

Date

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EMAIL: Mayor@AleknagikAK.gov

City of Aleknagik Job Description

JOB TITLE: City Administrator

APPOINTMENT: By City Mayor and Council Members
SUPERVISOR: City Mayor and Council Members
WORK SITE: City Office Building – North Shore Municipal Vicinity Area
WORK HOURS: Monday to Friday from 9:00AM till 4:00PM, with 1 hour lunch, and additional hours as needed.
REPORTS TO: City Mayor
SALARY: Depending on experience, starting pay \$20.00/per hour

MINIMUM QUALIFICATIONS:

Must be able to work with community leaders and organizations. Must be willing to undergo additional training. Must have a high school education, or college degree. Must have excellent grant/proposal writing skills. Must have knowledge of general accounting/bookkeeping procedures. Must have computer skills. Must be familiar with the culture, customs, and lifestyles of the community.

DUTIES & RESPONSIBILITIES:

Under the direction of the Mayor, and/or City Council, the City Administrator will perform any of the following duties as may be assigned:

1. Draft Resolutions and Ordinances upon Mayor/City Council requests. Oversee and Administer City Ordinances and Resolutions.
2. Prepare the annual budget and certified financial statement for City Council approval. Must work with City's Accountant to ensure accurate accounting. Must prepare monthly financial report for the City Council to review at monthly meetings or as requested by Mayor, and/or City Council.
3. Prepare City Grant proposals upon City Council approval of projects.
4. Prepare the annual capitol improvement project proposals to the legislature and draft letters to lobby the legislature.
5. Negotiate with granting agencies on awarded projects. Must closely monitor construction project grants, and work closely with contractors, federal and state officials in completing projects.
6. Upon Authorization by Mayor, in the absence of the Mayor and Vice-Mayor, the City Administrator may act on City business that requires immediate action, the Administrator may handle all important urgent business and community emergencies that may arise.
7. In reference to City Administrator handling urgent business transactions during the absence of both Mayor, and Vice Mayor, a written report is required to be submitted to the Mayor/City Council.

8. Respond to incoming correspondence, and have Mayor/Vice Mayor review outgoing letters and documents before mailing, as needed.
9. Review Mayor's agenda and make revisions before City Council meeting.
10. Prepare monthly administrator's report updating the City Council on grant status, planning and other activities.
11. Other duties as assigned by Mayor/City Council which comply with federal and state laws.

QUALIFICATION REQUIREMENTS: 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Must have High School Diploma and/or College Diploma, 3-5 months related experience and/or training. Must be able to operate office machinery including: Computer, Printer, Typewriter, Copier, and other small electric office items. Must also have grant writing and accounting skills.

LANGUAGE SKILLS: Ability to read and write the English Language, ability to comprehend detailed instructions, correspondence, and memos. Must have ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Must also have the ability to work well with others, and have good communication skills.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Must have ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed, involved written or oral instructions. Must have ability to deal with problems involving many variables in varied situations.

OTHER SKILLS, ABILITIES, AND PERFORMANCE: It is the duty for the City Administrator to also perform these tasks listed below:

- Personnel Supervision, Training, and Management as delegated by the Mayor/City Council
- City Services and Utilities Management
- City Property and Land Management as delegated by the Mayor/City Council
- Oversee Financial Recordkeeping in QuickBooks, including coding income and expenses to the proper accounts and classes, accounts receivable collections, accounts payable, reconciling bank accounts, and work with city's accountant.
- Oversee City Records Keeping.
- Work with the City's Attorney as directed and delegated by the City Council.
- Serve as the Information Officer on the Emergency Management Team in an emergency as outlined in the Emergency Operations Plan.
- Attend Joint Meetings between the Aleknagik Traditional Council, Aleknagik Native Limited, and City of Aleknagik; and help the City Council prepare for the meetings they host every third meeting.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand, walk, reach with hands/arms, and stoop, kneel, crouch, or crawl. The employee must be able to lift at least 30 pounds. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Noise level in the work environment is usually moderate.

TIMESHEETS/PAYDAY/PAY PERIOD: The pay period ends every two weeks, with a two-week time delay. This means that you will be paid for the previous two-week pay period at the end of the current pay period, which is a Friday. Timesheets for the current pay period are due every two weeks on payday. You will be informed of the pay period schedule when you are hired.

APPROVAL:

Employee Signature

Date

Supervisor's Signature

Date

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P.O. BOX 33 MAIN STREET
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PHONE – (907) 842-5953 OR 842-2528
FAX – (907) 842-2107
EMAIL: administrator@aleknagikak.gov

Job Description

JOB TITLE: School Bus Driver

APPOINTMENT: City Mayor and/or City Administrator
SUPERVISOR: City Administrator
WORK SITE: Public School Route
WORK DAYS: M-F
REPORTS TO: City Administrator
SALARY: Depending on experience, starting pay at \$20.00/per hour.

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ESSENTIAL DUTIES AND RESPONSIBILITIES: The School Bus Driver shall:

1. Have a valid Alaska state driver's license;
2. Pass a DSHS criminal background check with fingerprinting;
3. Pass a base and random drug/alcohol testing;
4. Be able to work with and get along with others who are different from the mainstream (those who are mentally disabled, geriatric, etc.);
5. Maintain daily log of bus riders and their destinations;
6. Perform minor janitorial and light maintenance on the vehicle;
7. Inspect vehicle for safety and mechanical performance and report any conditions that need attention to the city clerk, city administrator or mayor;
8. Conduct a rider survey and submit report to city clerk if needed.

QUALIFICATION REQUIREMENTS: 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. CDL S endorsement
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Must have a high school diploma or GED and a valid Alaska state driver's license. Must be able to operate the city public transit bus and/or other vehicles as needed.

LANGUAGE SKILLS: Ability to read and write the English Language, Ability to comprehend simple instructions, and short correspondence. Must also have the ability to work well with other, and work independently.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals, etc.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand, walk, reach with hands, arms, and stoop kneel, crouch, or crawl. The employee must be able to lift at least 70 pounds. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Noise level in the work environment is usually moderate.

TIMESHEETS/PAYDAY/PAY PERIOD: The pay period ends every two weeks, with a two-week time delay. This means that you will be paid for the previous two-week pay period at the end of the current pay period, which is a Friday. Timesheets for the current pay period are due every two weeks on payday. You will be informed of the pay period schedule when you are hired.

APPROVAL:

Employee Signature

Date

Supervisor's Signature

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FAX – (907) 842-2107
EMAIL: administrator@aleknagikak.gov

Job Description

JOB TITLE: Alternative School Bus Driver

APPOINTMENT: City Mayor and/or City Administrator
SUPERVISOR: City Administrator
WORK SITE: Public School Route
WORK DAYS: M-F
REPORTS TO: City Administrator
SALARY: Depending on experience, starting pay at \$20.00/per hour.

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ESSENTIAL DUTIES AND RESPONSIBILITIES: The School Bus Driver shall:

1. Have a valid Alaska state driver's license;
2. Pass a DSHS criminal background check with fingerprinting;
3. Pass a base and random drug/alcohol testing;
4. Be able to work with and get along with others who are different from the mainstream (those who are mentally disabled, geriatric, etc.);
5. Maintain daily log of bus riders and their destinations;
6. Perform minor janitorial and light maintenance on the vehicle;
7. Inspect vehicle for safety and mechanical performance and report any conditions that need attention to the city clerk, city administrator or mayor;
8. Conduct a rider survey and submit report to city clerk if needed.

QUALIFICATION REQUIREMENTS: 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. CDL S endorsement Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Must have a high school diploma or GED and a valid Alaska state driver's license. Must be able to operate the city public transit bus and/or other vehicles as needed.

LANGUAGE SKILLS: Ability to read and write the English Language, Ability to comprehend simple instructions, and short correspondence. Must also have the ability to work well with other, and work independently.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals, etc.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand, walk, reach with hands, arms, and stoop kneel, crouch, or crawl. The employee must be able to lift at least 70 pounds. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Noise level in the work environment is usually moderate.

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Employee Signature

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