

## Baraga Property

16449 Michigan Avenue.  
Baraga, MI 49908  
906-353-4145  
Fax: 906-353-8786



TERO Director

Date

## Marquette Property

105 Acre Trail  
Marquette, MI 49855  
906-249-4200 x204  
Fax: 906-249-9610

## Human Resource Department

### OJIBWA CASINOS POSITION DESCRIPTION

JOB TITLE: Part time Shuttle Driver

DEPARTMENT: Guest Services

LOCATION: **Baraga**/Marquette

SUPERVISOR: Marketing Director

WAGE: Grade 2

CLOSING DATE: Ongoing

**Applicants will be placed in an employment pool and notified as positions become available.**

**The Keweenaw Bay Indian Community does not discriminate on the basis of race, color, national origin, sex, religion, or age in employment. However, individuals of Indian Ancestry and Veterans will be given preference by law.**

#### APPLICATIONS/RESUMES MUST BE SUBMITTED TO:

HUMAN RESOURCE DEPARTMENT  
16449 MICHIGAN AVENUE  
BARAGA, MI. 49908

OR:

HUMAN RESOURCE DEPARTMENT  
105 ACRE TRAIL  
MARQUETTE, MI. 49855

#### QUALIFICATIONS/REQUIREMENTS:

- High School Diploma, GED or High School Certificate of Completion is necessary. (Waived for individuals 62 years of age and above who meet the job requirements). This qualification may also be waived for KBIC members working toward obtaining their GED who meet the remainder of the qualifications listed. (Applicants must obtain their GED within one year of hire and progress reports must be provided quarterly to the Department Director/Manager and Human Resources Director).
- 1. Must attend and pass all safety classes with certification within six (6) months of hire and annually update skills on CPR, First Aid and Safety classes and refresher courses. Must maintain certifications during employment with the Casino.
- 2. Must be willing to work nights, weekends and holidays as needed.
- 3. Excellent customer/employee relation skills are required. The individual must be able to deal with the general public, fellow employees and a variety of personalities with tact, courtesy, respect, objectivity and maturity.
- 4. Must have the ability to establish and maintain productive working relationships with staff, customers, management or other departments to effectively carry out job duties.
- 5. Knowledge of defensive driving skills.
- 6. Possession of a superior driving record.

7. **A current Michigan Chauffer's License is required. PLEASE ATTACH A COPY OF YOUR MICHIGAN CHAUFFER'S LICENSE TO COMPLETE YOUR APPLICATION.**
8. Must be willing and able to attend all training as requested by supervisor.

**POSITION SUMMARY:** This position is responsible for the transportation of passengers to and from the Ojibwa Casinos. This incumbent will perform all required safety inspections and other duties for the normal operation of the vehicle. The employee must use the highest degree of care with the passengers while complying with all applicable Tribal, Federal and State rules, regulations and traffic laws. Must be able to work evenings, weekends and holidays as needed. Applicants will be placed in an employment pool and notified as positions become available. This position is non-exempt and reports to the Marketing Director.

**DUTIES AND RESPONSIBILITIES:**

1. Safely transports passengers/customers to and from the Casino.
2. Practice excellent customer service skills at all times to include, but not limited to addressing customer and employee needs courteously and promptly.
3. Follow pre-scheduled routes for picking up and delivering passengers/customers.
4. Complete a daily log and pre-inspection sheet before, during and after designated shifts.
5. Report any mechanical problems and deterioration of vehicles.
6. Maintains vehicle in state of general cleanliness.
7. Understands and explains any casino promotions/specials.
8. Attend and pass all safety classes with certification and annually update skills on CPR, First Aid and Safety Prevention classes.
9. Complete paperwork for dispatch as needed.
10. Adhere to all Casino Personnel Policies and Procedures and Departmental standard operating procedures.
11. Performs all other job related duties as assigned by their supervisor.

**PHYSICAL REQUIREMENTS:**

1. Must be able to frequently sit for long periods of time per shift.
2. Employee must pass a pre-employment physical and drug screen. A physical exam/drug screen will be done yearly. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
3. A valid driver's license is required. Must obtain a Michigan drivers license within thirty (30) days of employment if applicant has an out-of state driver's license. **Must maintain driver's eligibility as a condition of employment.**

This summary is intended to indicate the kinds of tasks that will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position shall be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of the employee, nor to exclude other duties not mentioned that are of a similar kind.

Reviewed and Updated job description 10/15.