

FLSA Status: Full-Time; Non-Exempt
Prepared By: Jessica Nolte
Job Title: Operations Assistant/Driver
Reports To: Facilities & Transportation Manager
Prepared Date: 5/2025

Summary:

The Operations Assistant/Driver is a full-time staff member of Positive Tomorrows, responsible for safely delivering children to and from the school in Positive Tomorrows transportation and supporting the daily operations of the school.

Essential Duties and Responsibilities:

- Report on time daily.
- Maintain appropriate communication with Transportation Fleet Coordinator, reporting vehicle problems and concerns, problems with students and family members, and any concerns regarding the route.
- Manage any behavior issues which may arise and report with the incident report process, following Positive Tomorrows procedures for resolution.
- Assists Facilities & Transportation Manager with daily operations of the facility. Duties to include but are not limited to; assembling items, repairing items, replacing light bulbs, filter changes and assisting with trash/box removal to dumpster.
- fueling, cleaning and maintenance of vehicles, in coordination with the Transportation Fleet Coordinator.
- Assists Transportation Fleet Coordinator with managing transportation routing software.
- Assist with clean-up after breakfast and lunch meals are complete; including wiping tables, sweeping floor and trash removal to dumpster.
- Serves as back-up for kitchen staff and receptionist.
- Pick-up or deliver supplies/donations as needed.
- Stay in regular communication with the rest of the operations staff, checking email and mailbox regularly.
- Assist in monitoring maintenance issues reported through maintenance@positivetomorrow.org.
- Other duties as assigned by Facilities & Transportation Manager

Qualifications:

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.

- Current CDL class A, B with passenger and school endorsements or willing to obtain CDL within 6 months of employment, while driving van

- An individual must possess a Commercial Driver License ("CDL") in order to legally drive and operate a school bus. CDL holders are regulated by state and federal law. While medical marijuana has been legalized in Oklahoma, federal law does not make an exception for possession or use of medicinal marijuana by an individual with a CDL. In fact, CDL holders are prohibited from failing a drug and alcohol test due to the fact they are in a "safety-sensitive" position. The U.S. Department of Transportation's drug and alcohol testing regulations do not authorize medical marijuana use under a state law to be a valid medical explanation for a transportation employee's positive drug test result.

Further, while Oklahoma employers may not make adverse hiring decisions based solely on an individual's status as a medical marijuana license holder, an employer may make a hiring decision based on the fact that an applicant is not qualified for a certain position (i.e., school bus drivers must possess a valid CDL and provide a negative drug screening in order to be qualified). Finally, drivers who are required to have a CDL could be subject to random drug testing.

- Clean driving record
- 25 years of age or older
- High school diploma or GED required.
- Knowledge of Oklahoma City streets.
- Ability to keep children under control and safe.
- Ability to observe safety and security procedures and to comply with policies.
- Ability to read and interpret written information; ability to write clear statements and communicate orally.
- Knowledge of Microsoft Office Suite and basic computer operations.
- Must be able to do physical work and operate power equipment normally found in building operations.
- Strong attention to detail.
- Ability to follow schedules and keep commitments.
- Must be able to manage time efficiently and to work individually as well as within a team.

Personal Characteristics:

- Person of exemplary character who is deeply committed to Positive Tomorrows' mission.
- Possesses good written and oral communication skills.
- Flexible, well organized and able to deal with frequent changes in daily tasks. Takes initiative.
- Collaborative, open and inclusive.
- Able to establish and maintain effective internal and external working relationships.

- Works cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- Think critically and analyze situations. Gather and process relevant information, makes recommendations and/or resolves the problem.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies :

- Customer Service - Meets commitments. Interpersonal - Maintains confidentiality; Remains open to others' ideas and tries new things.
- Team Work - Able to build morale and group commitments to goals and objectives.
- Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities.
- Adaptability - Manages competing demands; Able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- Quantity - Completes work in timely manner.
- Safety and Security - Uses equipment and materials properly. Cares for self and others.

- Time Management – Particular attention must be paid to time management in an effort to efficiently coordinate and accomplish the diverse requirements of this position.

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 is frequently exposed to outdoor weather conditions.

The noise level in the work environment is usually moderate.

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.

- Must be able to lift up to 40 pounds.
- Must be comfortable with frequent bending, kneeling, pushing/pulling, stooping.
- Must be able to get up and down off the floor.
- Must be able to reach at or below shoulder level.
- Must have visual & auditory abilities to operate motor vehicles and a computer.

Employee Name: _____

Employee Signature: _____ Date: _____

Supervisor Name: _____

Supervisor Signature: _____ Date: _____