



### Shuttle Service Supervisor/Driver

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Contract Position: April 2019 to August 2020

Under the direction and supervision of the Economic Development Manager or designate, Nipissing First Nation is seeking drivers to provide shuttle services during the Highway 17B Duchesnay Creek bridge replacement project.

Specific responsibilities include staff supervision, scheduling, reporting, shift work availability, driving the assigned transit route (via Hwy 17 and down Gormanville to Main Street to Oak Street Bus Terminal and return), picking up and dropping off patrons, assisting patrons, and ensuring safe and orderly conduct upon boarding and leaving the van, and during transport.

**Hours:** Shift work, maximum 35 hours per week

Coverage – 7 days a week, 6 a.m. to 12 midnight (including weekends and holidays)

**Rate of Pay:** \$20.00 per hour

#### QUALIFICATIONS

- Must be a registered Nipissing First Nation member.
- Must have a valid Ontario Driver's license and clean drivers abstract
- Supervisory experience considered an asset
- Must be professional in appearance, vocabulary, dealing with clients
- Ability to read, write and knowledgeable with surrounding areas
- Must be 21 years or older

#### DUTIES

- Responsible for fair and equitable scheduling of shifts, and scheduling and documenting fleet maintenance
- Develop and implement approved documentation system for mileage and fuel budgets
- Provide reporting of trip logs and requested documentation to Economic Development Manager or designate
- Driving responsibilities and maintaining timely schedule of transit route
- Ensure riders use the seatbelts provided
- Must have ability to stay calm during an emergency
- Other duties as required

***The successful candidate will require a current CPICA and clean Drivers Abstract prior to employment.***

Qualified applicants are invited to submit a letter of interest and resume with three (3) current references no later than **Friday, April 12<sup>th</sup>, 2019** at 4:30 p.m. to:

Jennifer Lalonde, Human Resources Manager  
Nipissing First Nation - 36 Semo Road, Garden Village, ON P2B 3K2  
Fax (705) 753-0207 | Email: [resumes@nfn.ca](mailto:resumes@nfn.ca)

**Miigwech to all applicants for their interest, however only those who qualify for an interview will be contacted.**