



SIERRA BUTTES TRAIL STEWARDSHIP

550 Crescent Street, Quincy, CA 95971

www.sierratrails.org

Shuttle Driver

Employment Type: Seasonal/Hourly/Variable

Pay Rate: \$18/hr-\$25/hr

Reports to: Yuba Shop Manager

Department: Yuba Shop

Responsibilities

Customer Service

- Engage with customers providing an exceptional yuba experience
- Educate trail users about rules, regulations, and trail etiquette
- Share knowledge of local trails and surrounding areas
- Promote SBTS events and volunteer opportunities

Shuttle Experience

- Drive passenger van to transport customers and their gear to various locations
- Assist customers on and off the van
- Provide for safety and well-being of passengers
- Load/unload bikes for shuttle passengers

Van Maintenance

- Ensure van cleanliness both inside and out
- Follow procedures for pre and post trip inspections
- Ensure van fuel levels are maintained at an adequate level for all travel to and from drop off locations
- Provide timely shuttle service; maintaining established pick up and drop off schedules
- Maintain accurate fuel/service logs
- Check bike racks daily and make sure they are in proper working condition

Shop Support

- Provide general shop maintenance and cleaning tasks
- Assist the lead mechanic with bike maintenance and bike builds as directed
- Assist in demo bike set up and cleaning
- Maintain inventory in compliance with established procedures
- Perform retail tasks such as cashiering, restocking inventory, and assisting customers

The job responsibilities listed above are not an exhaustive list and Sierra Buttes Trail Stewardship may ask for additional tasks to be performed as part of routine employment.

Essential Requirements for Employment

Physical Requirements

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 to perform the essential functions.

Daily Physical Demands include:

- Ability to stand or sit for extended periods of time
- Use of hands to finger, handle or feel objects
- Reach with hands and arms
- Walk, climb, or balance and stoop
- Ability to lift and move objects
- Ability to lift up to 50 pounds
- Ability to converse and exchange accurate information while working in the shop
- Vision ability requirements include the ability to inspect, identify, observe, and assess situational work environments both close up and at a distance.

Work Environment

- Fast paced, physically demanding work environment
- Occasional job related travel for training, meetings and/or events.
- Work with moving mechanical equipment (i.e. tools, bikes)

Certifications and Endorsements

- Valid Driver's License Required
- CPR/First Aid Certification

We are an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis including race, creed, color, age, sex, religion or national origin. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.