



## Penticton Indian Band

841 Westhills Drive  
Penticton, British Columbia  
V2A 0E8

Telephone: 250-493-0048 Fax: 250-493-2882

June 17, 2026

### Employment Opportunity

The Penticton Indian Band (PIB) is currently seeking an ambitious and qualified individual to fill the following position:

<b>Position Title:</b>	<b>Bus Driver/ Maintenance Worker</b>	<b>Pay Rate</b>	\$ 22.00 – 37.00 (based on credentials and experience)
<b>Department:</b>	Little Paws Children's Center	<b>Classification:</b>	8/Task Performer
<b>Status:</b>	Full-time, Permanent	<b>Hours of work:</b>	35 hours per week
<b>Responsible To:</b>	Childcare Programs Manager		
<b>Location:</b>	Little Paws Children's Center, 140 Outma Sqilx'w Pl, Penticton, BC V2A 0E3		
<b>Closing date:</b>	<b>Open until filled</b>		

#### Job Summary:

Under the supervision of the Childcare Programs Manager this important position focuses on providing safe transportation for kids and the Daycare staff. This includes travel both to and from the Daycare in a punctual manner. Additional trips such as Daycare outings or field trips will also be a part of this job. The position will also, help upkeep the Little Paws Daycare parks, roads, parking lots and building. The duties involve routine maintenance of parks, playgrounds and playing fields; minor repairs to maintenance equipment not requiring a certified trade; minor building repairs and routine building maintenance; fire suppression work, firewood, and snow removal on walkways and parking lots.

#### Core Competencies:

- Accountability
- Communication
- Planning and organizing
- Service orientation
- Results oriented
- Decision Making
- Teamwork
- Problem solving
- Relationship building

## Duties/Responsibilities:

### Job Responsibilities and Work Performed

- Perform pre and post trip inspections as required by government regulations.
- Maintain all necessary paperwork and records. Pre-trip:
  - Check the condition of the bus via a “Walk around” the bus, check lights, engine fluids, tires, suspension system, general safety of the chassis, inspection on the interior to ensure everything is in working order.
  - Maintain and enter applicable data into “Trip Inspection” log on daily basis
  - Report bus malfunction or needs for repair to Childcare Programs Manager.
- Schedule regular Motor Vehicle Inspections every 6 months for insurance purposes  
● September and March.
- Schedule Annual Motor Vehicle inspection with Motor Vehicle Inspector in September.
- Safely drive multi-passenger bus to and from Daycare, following a prescribed route, daily.
- Safely transport kids and Daycare staff to Daycare activities and field trips.
- Comply with traffic regulations to operate the bus in a safe and courteous manner.
- Develop and maintain yearly bus schedule for pickup and delivery.
- Pick up and drop off kids at regularly scheduled neighborhood locations, following strict time schedules.
- Regulate heating, lighting, and ventilation systems for passenger comfort.
- Read maps and follow written or verbal geographic directions.
- Escort small children across roads and highways when necessary.
- Keep bus interior clean and in good repair.
- Maintain knowledge of basic first-aid procedures and complete forms for the Daycare records.
- Ensure first aid kit is adequately stocked and maintained.
- Check fuel and oil gauges and maintain refueling schedule.
- Check the calendar and/or inquire with the Supervisor regarding field trips.
- Maintain discipline within the bus.
- Install chains with regards to weather conditions to ensure safety of kids and bus.
- Report delays, accidents, or other traffic and transportation situations, to the Supervisor, using cell phone or mobile two-way radio.
- Performs grounds keeping and Daycare building maintenance duties.
- Maintains landscape environments by mowing, edging, trimming, fertilizing, aerating, dethatching, and watering.
- Performs tasks related to painting, carpentry and minor repairs which do not require a certified trade.
- Transport materials, machinery, and equipment to work sites.
- Removes and hauls away dead, damaged, and unwanted trees, shrubs, pruning and grass.
- Provides top dressing and reseeded to lawns and grass areas where required.
- Establishes and maintains noxious weed control procedures and applies proper weed control products as required.
- Sweeps walkways and patio areas of debris
- Perform work at heights of up to 30 feet using ladders, scissor lift and/or scaffolding to clean high ledges in halls and gym, changing light bulbs, etc.
- Work with and understand the chemicals utilized and ensure the right product is used.
- Ensure maintenance materials and supplies are stored in a safe and orderly manner.
- Maintains inventory. Recommends, orders and purchases equipment, materials, and supplies.
- Ensure compliance with WHMIS and refer to Material Safety Data Sheets (MSDS) if experiencing an adverse physical reaction or if a chemical is swallowed, splashed in eyes, or accidentally spilled or mixed.
- Performs tasks related to painting, carpentry and minor repairs which do not require a certified trade.

- Engage with children in friendly, positive, professional manner.
- Ensure playgrounds are maintained and meet childcare licensing regulations related to safety measure in and around playground equipment.
- Carry out additional responsibilities as directed by management, including but not limited to janitorial tasks, dishwashing, and laundry.

## **Qualifications/Requirements:**

### **Minimum Academic/Educational Requirements**

- Grade 12

### **Other Certification, Licenses, Designations and/or Training**

- Basic First Aid
- Class 4 Drivers License and a properly insured vehicle
- Criminal Records Check including Vulnerable sectors
- Building Service Worker Certification
- Ladder Safety Training

### **Specific Job Skills and Levels**

- Performing routine maintenance on bus and determining when and what kind of maintenance is required.
- Critical Thinking and using logic and reasoning to identify the strengths and weaknesses of alternative solutions or approaches to problems encountered.
- Selective attention-ability to concentrate on tasks over a period without being distracted
- Knowledge of automatic sprinkler systems.
- Knowledge of chemical fertilizers, fungicides, herbicides, and pesticides
- Knowledge and experience with fencing.
- Ability to manage one's own time
- Able to deal with people tactfully, diplomatically, and professionally always
- Ability to follow directions.
- Quick reaction time
- Positive role model always.
- Positive/healthy choices always.
- Excellent Stress management abilities: Children can be loud, laughing, crying, hollering while on the bus – must have an ability to deal with children
- It is imperative that the successful person for this position is drug and alcohol free, punctual and maintains a safe driving record.

### **Minimum Level of Experience**

- 1 year experience as custodian/driving

### **Personality Traits (Required to be successful in position)**

- Enjoys children
- Patient, caring, good listener, compassionate
- Ability to work Independently
- Self-motivated
- Team player
- Positive/optimistic
- Great sense of humor

**Assets:**

- Knowledge of Okanagan Language and Culture
- Class 2 with air brakes endorsement
- Ability to perform maintenance tasks such as carpentry, and minor building repairs.
- Experience with power tools to support repairs and maintenance to equipment and building repairs.
- Pesticide Applicators license an asset but not required.
- Experience with fencing and good physical health condition

**Working Conditions:**

- Safe working environment
- Drug and alcohol free
- Exposure to various weather conditions.
- Expected to wear common protective or safety equipment such as safety shoes, glasses, gloves, hearing protection, etc.
- May be exposed to contaminants such as pollutants, chemicals, gases, dust, or odors • Ladder safety a must as some jobs involves climbing to reach upper ledges and light fixtures.
- Physical ability to lift 50-75 lbs.
- Must be capable and willing to work flexible hours when required
- Working environment and safety protocols of the highest caliber, working with face masks worn when necessary.

Preference will be given to qualified Aboriginal applicants as per section 21 of the Human Rights Code.

\*All Penticton Indian Band employees are encouraged to learn about the culture, language and customs of the Okanagan people and must be willing to continuously upgrade their skills and knowledge and further their formal education.

The Penticton Indian Band offers a competitive compensation and benefits package as well as a great team and respectful work environment. If you are qualified and looking for an exciting and rewarding career. Please send a resume and cover letter to the attention of:

**Armando O. Lopez, HR Manager**  
**Penticton Indian Band**

841 Westhills Drive      **Fax:** (250) 493-2882

**Mail:**

Penticton, BC V2A 0E8      **Email:** [jobs@pib.ca](mailto:jobs@pib.ca)

**In Person:**

PIB Administration Offices – 841 Westhills Drive, Penticton, BC

*The Penticton Indian Band provides equal employment opportunities to all, regardless of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, political belief, creed, disability that does not prohibit performance of essential job functions or that cannot be accommodated, or conviction for which a pardon has been granted. However, where two or more applicants have comparable or equivalent skills and qualifications, preference shall be given, in the following order, to persons with specific knowledge of and/or experience with Sn'P'ink'tn(Penticton) language (N'syilxcen), culture, history and customs; persons of Aboriginal, Métis or Inuit ancestry; and all others. We thank all those who apply; however, only those candidates selected for interview will be contacted*

