

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DGS0057390

Date Posted: 01/14/13

POSITION NO: 203886

Closing Date: 01/28/13

CLASS CODE: 4041

POSITION TITLE: FLEET COORDINATOR

DEPARTMENT NAME: NAVAJO TRANSIT SYSTEM

DEPARTMENT NO: 5 WORKSITE LOCATION: FT. DEFIANCE, AZ

WORKS DAYS/HOURS: POSITIVE TYPE: GRADE: R60A

Days: Mon.-Fri

Permanent:

SALARY:

Hours: 8:00am-5:00pm

Temporary:

Duration: \$ 26,956.80 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 12.96 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Under general supervision, performs work of moderate difficulty in assessing, developing, implementing, maintaining and managing the Navajo Transit System (NTS) fleet vehicles in accordance with the Federal Motor Carrier Regulation, Federal Transportation, NTS Drug and Alcohol Policy, Navajo Nation Personnel Policy and other applicable laws and regulations. Ensures fleet vehicles are scheduled, used and managed in the most efficient manner and proper assignment adjustment are made to obtain maximum utilization of all NTS fleet vehicles. Update and maintain preventive maintenance management, operations and maintain tracking mechanism to assure efficient operations.

Conduct required pre & post safety inspection of all NTS fleet vehicles to ensure compliance with safety standards and regulations. Work and coordinate closely with the Mechanic Supervisors, Mechanics, Parts Technician and Motor Coach Drivers to ensure efficiency and proficiency of services in all aspects of fleet vehicles operations. Document and maintain a general ledger on fleet operational information, develop and compile data and statistical report reflecting: mileage, costs on fuel, maintenance/repair costs, customer services benefits, training, performance measures and other relevant information.

Assess, develop and implement an on-going safety program for all Coach Drivers, Mechanics and Parts Technician and carry out all pertinent administrative duties and assignments, including but not limited to: timesheets for subordinates, performance appraisal, monitoring work schedule and plan, supervision of staff, leaves, budgetary projection and planning and etc. Provide for positive customer relations and satisfaction. Verifies and authorizes all Motor Coach Drivers to meet tribal, state and federal driving requirements. Maintain a general ledger on operation expenditures and appropriately forecast budgetary projection to adequately meet operation needs. Attend and participate in program related meetings; audit, corrective actions, planning, training and etc.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

An Associate's Degree in Applied Science in Automotive Technology or related field;

**Experience:**

Three (3) years experience in Fleet Vehicle Management or and equivalent combination of education, training and experience which provides the capabilities to perform the required duties.

*(In order to receive full credit for education/training, applicant must submit copies of college transcripts, degree, certificates, etc.)*

**Special Knowledge, Skills and Abilities:**

Knowledge of federal, state and tribal laws, regulations, guidelines pertinent to fleet operations; motor vehicle repairs, maintenance, safety and usage of power tools/equipments; gasoline and diesel operation engines; basic accounting and practices. Skills in principles, practices and procedures of organizing and scheduling work priorities; automotive inspection practices and procedures; utilizing computer database to research, maintain and update records and files. Ability to maintain records, comparative information analysis and to communicate effectively.

**License/Certification Requirements:**

Valid state driver's license and a valid Navajo Nation Vehicle Operator's Permit and a (Commercial Driver's License (CDL) within the 90 days of employment. **Preferred:** Certification in First Aid/CPR

**VETERANS PREFERENCE APPLIES**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**

Revised: 1-15-99