

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

REQUISITION NO:	<u>DOH03517031</u>	DATE POSTED:	<u>01/31/19</u>
POSITION NO:	<u>940649</u>	CLOSING DATE:	<u>02/13/19</u>
POSITION TITLE:	<u>Food Distribution Truck Driver</u>		
DEPARTMENT NAME / WORKSITE:	<u>Navajo Food Distribution Program/Crownpoint, NM</u>		
WORK DAYS:	<u>Monday-Friday</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/> GRADE/STEP: <u>AR59A</u>
WORK HOURS:	<u>8am-5pm</u>	PART TIME:	<input type="checkbox"/> NO. OF HRS./WK.: _____ \$ <u>27,601.60</u> PER ANNUM
SENSITIVE	<input type="checkbox"/>	SEASONAL:	<input type="checkbox"/> DURATION : _____ \$ <u>13.27</u> PER HOUR
NON-SENSITIVE	<input type="checkbox"/>	TEMPORARY:	<input type="checkbox"/> _____

**DUTIES AND RESPONSIBILITIES:**

Operates 5 ton semi-truck with trailer to deliver food commodities; operates forklift to load or unload food items; ability to lifting and carrying food commodities weighing up to 50 pounds; determines the amount of food to be loaded onto truck taking into consideration the weight of food and pallet; conducts physical inventory of food commodity loaded onto truck for distribution; records damaged food items and keep record of food issued; records the daily load list, assist warehouse worker with daily food issuance using automated system using computer generating shopping list; sweeps and mops floors whenever necessary; pick up trash around warehouse; may perform truck and equipment preventive maintenance

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A high school diploma or GED; and one (1) year of experience operating and maintaining a 5 ton semi-tractor

**Special Requirements:**

- Possess a valid Commercial Driver's License (CDL - Class A) and Medical Card.

*(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)*

**Special Knowledge, Skills and Abilities:**

Knowledge of proper vehicle safety inspection, safety procedures and control systems; operating tractor trailer and trucks; warehousing and stock handling; knowledge of occupational safety and health guidelines; following written and verbal instructions; basic written reports; inventory of food commodities, supplies and equipment; skill in use of personal computer and related software applications.

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