

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: DOE8152939

Date Posted: 02/28/11

POSITION NO: 945770

Closing Date: 03/11/11

CLASS CODE: 4041

POSITION TITLE: Fleet Coordinator **

DEPARTMENT NAME: Navajo Head Start

DEPARTMENT NO: 815 WORKSITE LOCATION: Shiprock, New Mexico

WORKS DAYS/HOURS: POSITION TYPE: GRADE: P600A

Days: Mon-Fri

Permanent:

SALARY:

Hours: 8:00-5:00p.m.

Temporary:

Duration: \$ \$26,811.20 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ \$12.89 Per Hour

DUTIES AND RESPONSIBILITIES:

Plans, schedules, and coordinates fleet inspection and inventory of motor vehicles for preventive maintenance, malfunction and allocation; reviews, evaluates and recommends permanent or temporary assignments or retrieval of vehicles based on budgetary constraints; resolves customer complaints or reports of actual or anticipated mechanical problems and determines action to correct condition; coordinates and expedites repairs, replacements and the overall cleaning of vehicles; inspects and reconciles requisition against vehicles specifications for titles and registration procurement with state and local enforcement agencies for new vehicles.

Issues and retrieves credit cards and spare keys, consolidates credit card charges to proper account for payment; initiates corrective measures on unauthorized purchases; maintains general ledger to reflect overall tribal expenditures on operational costs; compiles and maintains records on vehicle mileage, assignments repair services; prepares correspondence and required reports; verifies and authorizes that drivers meet tribal, state and federal driving requirements; responds to calls from customers; orders supplies; provides vehicle data to appropriate personnel for annual budget preparation; provides budgetary projection figures including proposed vehicle requests.

Issues vehicle rentals; ensures department has prepared proper requisition forms; prepares rental vehicles by ensuring fuel, oil levels and a spare tire is available; inspects all returned rentals for damage and return of all equipment; ensures maintenance is up to date; notes any mechanical malfunctions and takes appropriate action; processes monthly journal vouchers for all rental charges; delivers or picks up leased, rental and department vehicles; performs minor vehicle maintenance such as replacing headlights, tail lights, fuses, antifreeze, etc.

QUALIFICATION REQUIREMENTS:

Education and Training:

An Associate degree in Automotive Technology or related field; and

Experience:

Three years of experience; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

(To receive full credit for education/training, applicant must submit copies of transcripts, degrees, diplomas, certificates, permits, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of federal, state and Navajo Nation rules, regulations, guidelines, policies and procedures related to the registration of motor vehicles; knowledge of general automotive repair and preventative maintenance scheduling and coordination; knowledge of general office practice and procedures; knowledge of basic accounting/bookkeeping practices and procedures; knowledge of computer hardware, software and peripherals; knowledge of record keeping/file maintenance methods and practices; knowledge of automotive inspection practices and procedures; skill in coordinating, prioritizing and handling multiple tasks; skill in preparing and maintaining accurate records, reports, and documents; skill in written and verbal communication in the development of reports, reservations, and scheduling of vehicles; skill in utilizing computer databases to research, maintain, and update records and files; skill in the planning, prioritizing, and scheduling the preventative maintenance on motor vehicles.

License/Certification Requirements:

Must pass a criminal background investigation (fingerprinting and assessment) and a physical examination with tuberculosis (TB) clearance prior to employment; possess a valid state driver's license and Navajo Nation Vehicle Operator's Permit.

****UNION POSITION**

VETERAN'S PREFERENCE APPLIES

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

Revised: 4/23/2002