

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>DOH1208644</u>	DATE POSTED:	<u>04/23/14</u>		
POSITION NO:	<u>223558</u>	CLOSING DATE:	<u>05/07/14</u>		
POSITION TITLE:	<u>DRIVER</u>				
DEPARTMENT NAME / WORKSITE:	<u>NDOH/ NAVAJO AREA AGENCY ON AGING/NAVAJO MOUNTAIN, AZ</u>				
WORK DAYS:	<u>MON-FRI.</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>	GRADE/STEP:	<u>Y57A</u>
WORK HOURS:	<u>8:00AM-5:00PM</u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	<u>\$ 21,486.40</u> PER ANNUM
		SEASONAL:	<input type="checkbox"/>	DURATION :	<u>\$ 10.33</u> PER HOUR
		TEMPORARY:	<input type="checkbox"/>		

DUTIES AND RESPONSIBILITIES: Performs routine work transporting passengers to specified location; assists with loading and unloading passengers; picks up and delivers materials and supplies to designated office/business; verifies and prepares pick up and/or deliveries; complies with all applicable traffic laws and regulations and program policies and procedures; maintains and ensures safety and comfort of passengers. Performs Routine vehicle inspections; preventive maintenance; reports deficiencies of minor and major vehicle maintenance requirements, maintains trip logs, records mileages, maintains expenditures for fuel and maintenance, ensures vehicle is clean and washed, must conduct and participate in safety drills and presentations; attends meetings; prepare and present reports. In Addition to the above, may assist in preparing, serving and delivering meals to client homes; may assist with intake and referrals of clients.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

* One (1) year of experience in driving a van, delivery van or light truck. Must have a clean driving record for the past five (5) years.

Preferred Qualifications:

- * A high school diploma or GED.
- * Two (2) years of experience in driving.
- * Commercial Driver's License (CDL).

Special Requirements:

- * A favorable background investigation.
- * Possess a valid state driver's license.
- * Pass a physical examination.

(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:

Special Knowledge in preventive maintenance on cargo/passenger vans; federal, state and local traffic rules and regulations. Occupational safety and health rules and regulations; customer service; transporting passengers; geographical area and map reading; maintaining effective working relationships and ability to follow oral and written instructions.

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