

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

REQUISITION NO: <u>DOH03510423</u>	DATE POSTED: <u>07/13/15</u>	
POSITION NO: <u>940649</u>	CLOSING DATE: <u>07/24/15</u>	
POSITION TITLE: <u>Food Distribution Truck Driver</u>		
DEPARTMENT NAME / WORKSITE: <u>DOH/Food Distribution Program/Crownpoint, NM</u>		
WORK DAYS: <u>MON-FRI</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AB59A</u>
WORK HOURS: <u>8am - 5pm</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>26,270.40</u> PER ANNUM
	SEASONAL: <input type="checkbox"/>	DURATION : _____ \$ <u>12.63</u> PER HOUR
	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 lift and carry 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 keeps record of food issued; records the daily load list, assists 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

**Preferred Qualifications:**

- Two (2) years of truck driving experience
- One (1) year of warehouse experience

**Special Requirements**

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

*Incumbent must obtain a Navajo Nation Operator's Permit - CDL- Class A, Forklift Certificate, a Food Handlers Permit, Cardiopulmonary Resuscitation (CPR) Certificate and First Aid Certificate within 90 days of date of hire*

***(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.**