

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: DOE8192245

Date Posted: 08/02/10

POSITION NO: 945089

Closing Date: 09/13/10

CLASS CODE: 4145

POSITION TITLE: Head Start Bus Driver **

DEPARTMENT NAME: Navajo Head Start/Shiprock Agency

DEPARTMENT NO: 819 WORKSITE LOCATION: Nageezi Center - Nageezi, New Mexico

WORKS DAYS/HOURS: POSITION TYPE: GRADE: P590A

Days: Mon-Fri

Permanent:

SALARY:

Hours: 7am-3pm

Temporary:

Duration: 9 Months \$ _____ Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 11.84 Per Hour

DUTIES AND RESPONSIBILITIES:

Drive bus to transport nine to twenty-five passengers to specified locations; comply with traffic regulations; perform daily routine bus inspections, maintenance and repairs; report delays in accidents; maintain trip log by recording travel, fuel and maintenance expenses; maintain discipline, safety and comfort of passengers; direct loading and unloading of passengers; may conduct and participate in bus safety drills and presentations; attend meetings, prepare and submit required reports; may be required to participate in classroom instructions, provide assistance in the supervision of children and assist with the preparation of meals based on Head Start program guidelines.

QUALIFICATION REQUIREMENTS:

Minimum Qualifications:

A High School Diploma or GED; and a valid Commercial Driver's License with passenger and school bus endorsement.

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

Special Knowledge, Skills and Abilities:

Knowledge of the methods, practices, tools, equipment, and materials used in the operation and maintenance of automotive vehicles; knowledge of the occupational hazards and safety precautions necessary to minimize injury to passengers or damage to equipment; knowledge of traffic codes and regulations; ability to locate the cause of vehicle malfunctions; ability to understand and communicate in both English and Navajo languages. Work requires lifting up to 50 lbs, and caring and working with young children.

License/Certification Requirements:

Must pass a criminal background investigation (fingerprinting and assessment) and physical examination with tuberculosis (TB) clearance prior to employment. Within 90 days of employment must obtain a Bus Driver's Certificate, a Navajo Nation Vehicle Operator's Permit, a current Cardiopulmonary Resuscitation (CPR) Certificate, a First Aid Certification and Food Handler's Permit.

****UNION POSITION**

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