

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

REQUISITION NO: <u>DGS00521535</u>	DATE POSTED: <u>08/09/21</u>	
POSITION NO: <u>244002</u>	CLOSING DATE: <u>Open Until Filled</u>	
POSITION TITLE: _____	Motor Coach Driver	
DEPARTMENT NAME / WORKSITE: _____	DGS / Navajo Transit System / Shiprock, NM	
WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>BJ59A</u>
WORK HOURS: <u>8 am - 5 pm</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>29,127.60</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/>	\$ <u>13.95</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	DURATION : _____

**DUTIES AND RESPONSIBILITIES:**

Under general supervision, required to be familiar with and in compliance with Federal Motor Carrier Safety Regulations as prescribed by U.S. Department of Transportation, Federal Transportation Administration, Navajo Transit System Drug and Alcohol Testing Policy, Americans with Disabilities Act, Navajo Personnel Policies and Procedures Manual. Must be able and proficient in driving a greyhound-type, intercity diesel-powered transit bus and other transit vehicles, such as wheelchair-equipped transit buses; commuter vans; and other assigned vehicles; courteously greet passengers; assists passengers with baggage and collect tickets and cash fares; records cash receipts, ticket fare, mileage and ridership data; and complete minor repairs, clean and maintain assigned vehicles. Conduct pre-op inspections to ensure the vehicle is clean and operational in accordance with federal motor carrier regulations. Must also participate in workgroups. Perform other related duties as assigned. Overnight & weekend monitoring for safety and care of transit bus at worksite.

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

**Minimum Qualifications:**

- Possess a Commercial Driver's License – Class A or B with passenger endorsement; and two (2) year of experience in operating a class of vehicles with a gross vehicle weight equal to motor coaches.

**Special Requirements:**

- Twenty-one (21) years of age and have an excellent driving record for the past three (3) years.
- A favorable background investigation.
- A medical examination that complies with the federal motor carrier safety regulations and pass a pre-employment drug test in accordance with the Federal Transit Administration regulations.

***(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:**

Twenty-one (21) years of age and have excellent driving record for the past three (3) years; favorable background check, pass a pre-employment drug test in accordance to FTA regulations.

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

# JVA PROCEDURES

DGS00521535

DPM will utilize the JVA from a prior advertisement or standardize JVA when DPM becomes aware of a vacancy or is informed there will be a vacancy and provide notice to the program that the position will be advertised on the next vacancy listing.

If JVA has not been standardized programs must submit a hardcopy of the Job Vacancy Announcement utilizing the Excel template available on DPM's website. In addition, programs must email a copy of the JVA to the assigned Human Resource Analyst.

Comply with the employment, recruitment and selection policies and the requirements of applicable Navajo Nation, State, and Federal Laws.

To assist DPM in conducting the assessment, provide the description of the duties and responsibilities to be performed for your program. **DO NOT copy from class specification word for word.**

Programs who wish to re-advertise a position may do so by submitting a written justification request or email to DPM.

## FOR PROGRAM USE ONLY

Contact Person:	<u>Barbara Curtis</u>	Phone:	<u>(928) 729-4002</u>		
		Email:	<u><a href="mailto:bcurtis@navajo-nsn.gov">bcurtis@navajo-nsn.gov</a></u>		
Prepared by:	<u>Marlene S. Slim</u>	Title:	<u>Delegated Transit Mgr.</u>	Date:	<u>05/01/18</u>
Approved by:	<u></u>	Title:	<u>Delegated Transit Mgr.</u>	Date:	<u>05/01/18</u>

## FOR PERSONNEL USE ONLY

Dept. No:	<u></u>	Business Unit #:	<u></u>	Budget Amount:	<u></u>
Occupied?	<u></u>	Vacancy Date:	<u></u>	Position Status Date:	<u></u>
Classified Title:	<u></u>				
Reviewed by:	<u></u>			Date:	<u></u>