

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DGS00514261
POSITION NO: 244002
POSITION TITLE: _____

DATE POSTED: 08/25/17
CLOSING DATE: OUF

DEPARTMENT NAME / WORKSITE: DGS / Navajo Transit System / Shiprock, NM
WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: AB59A
WORK HOURS: 8 am - 5pm PART TIME: NO. OF HRS./WK.: _____ \$ 26,270.40 PER ANNUM
SEASONAL: DURATION : _____ \$ 12.63 PER HOUR
TEMPORARY: _____

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, 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 and maintain assigned units. Conduct pre-op inspections to ensure the vehicle is clean and operational in accordance with federal motor coach regulations. Assists as backup if a motor coach breaks down to complete route. 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 is required.
- 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:

Knowledge of the federal, state and Navajo Nation regulations for Motor Coaches/Over the Road Buses. Knowledge of the preventative maintenance of Motor Coaches/Over the Road Buses. Knowledge of the basic care and operation of Motor Coaches on fixed routes, or designated charters. Knowledge of the operation of wheelchair lifts or assisting disabled passengers. Knowledge of maintaining accurate driver records and logs. Knowledge of basic mathematical calculations. Knowledge of customer service practices and procedures. Skill in safely loading and unloading baggage and express packages and boxes. Skill in safely assisting individuals with disabilities loading and unloading. Skill in providing customer service in the sale and receipt of tickets, schedule information and rates. Skill in utilizing verbal and written communication skills. Skill in utilizing radio communication system. Skill in establishing and maintaining effective working relationships. Ability to operate a motor coach in all types of weather. Ability to prepare reports and records, read maps and signs and converse with the general public. Ability to communicate effectively with customers.

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