

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH0356940

Date Posted: 08/27/12

POSITION NO: 940396

Closing Date: 09/10/12

CLASS CODE: 4151

POSITION TITLE: Food Distribution Truck Driver

DEPARTMENT NAME: Navajo Food Distribution Program

DEPARTMENT NO: 35 WORKSITE LOCATION: Mexican Springs, NM

WORKS DAYS/HOURS: POSITIVE TYPE: GRADE: R59A

Days: Mon - Fri

Permanent:

SALARY:

Hours: 8:00am - 5:00pm

Temporary:

Duration: _____ \$ 24,752.00 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 11.90 Per Hour

DUTIES AND RESPONSIBILITIES:

Will operate a commercial motor vehicle (5-ton tractor with a semi-trailer) to haul commodity food to 11 Navajo Nation chapter houses for tailgate food distributions. The routes driven to reach the chapter houses are on interstate, state highways and other secondary roads and will have to observe the NM State Department of Transportation's highway regulations. Operates a forklift to load and/or unload shipments. Downloads and completes daily inventory load list of commodity food from the computer and accomplishes loading of food for shipment. Coordinates commodity food availability list with other staff at the tailgate site. Will issue commodity food to clients with the assistance of the Warehouse Worker at the tailgate site. Performs driver's daily maintenance checklist and will abide by established rules and regulation, i.e., DOT, state and tribal traffic laws. Completes warehouse food inventory, field physical inventory, reports, food order and assist clients as needed. Other duties include, light housekeeping duties.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED; and

Experience:

one (1) year of experience operating and maintaining a 5 ton semi-tractor; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

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

Special Knowledge, Skills and Abilities:

Good knowledge of the safe operation and maintenance of heavy trucks and similar equipment. Must be able to demonstrate the ability to drive, shift gears and appropriately follow traffic laws. Abilities: To operate heavy trucks or similar motorized equipment effectively and safely; perform a variety of semi-skilled maintenance; ability to follow oral and written directions and able to accurately add and subtract.

License/Certification Requirements:

Must possess a valid Commercial Driver's License (CDL - Class A) and Medical Card. Within 90 days of employment must obtain a Navajo Nation Vehicle Operator's Permit - CDL - Class A, a Forklift Certificate, a Food Handler's Permit, Cardiopulmonary Resuscitation (CPR) Certificate and First Aide Certificate.

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