THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DOH1186961** | Date Posted: **08/27/12**

POSITION NO: **233594** | Closing Date: **09/10/12**

CLASS CODE: **4144**

POSITION TITLE: **DRIVER**

DEPARTMENT NAME: **Navajo Area Agency on Aging**

DEPARTMENT NO: **118** | WORKSITE LOCATION: **Manuelito, NM**

WORKS DAYS/HOURS:
Days: Monday-Friday
Hours: 8AM to 5PM

POSITION TYPE:
Permanent: ☑
Temporary: ☐
Part-Time: ☑

Duration:
No. of Hrs/Wk: 35

GRADE: R57A

SALARY:
$ 18,254.60 Per Annum
$ 10.03 Per Hour

Position budgeted at 70 hours PPE

DUTIES AND RESPONSIBILITIES:

Primary responsibility is to assist the elderly in boarding and departing from the Senior Center van. Assist the cook to prepare hot meals in a special container for the Home bound clients. Maintain vehicle in good sound and operating condition. Minor maintenance of the senior center building. Inspect the senior center van on a daily basis, maintain ridership and mileage log of the vehicle. Submit required reports to the Senior center supervisor. Other assigned duties.

QUALIFICATION REQUIREMENTS:

Education and Training:

Experience:

One (1) year of experience in driving a van, delivery van or light truck. Must have a clean driving record for the past five (5) years. ***(To receive full credit for education/training, applicant must submit copies of college transcript, degree, certificates, diploma, etc.)***

Special Knowledge, Skills and Abilities:

Must be able to work under extreme pressure. Must be able to work overtime and on weekends. Must be able to read and write for minimal recording requirements. Must be fluent in both Navajo and English. Must be physically able to drive in adverse weather conditions and must be reliable and exercise due care driving at all times. Knowledge in

License/Certification Requirements:

Must possess a valid state driver's license and a Navajo Nation Vehicle Operator's Permit. Must obtain within 90 days of employment a Cardiopulmonary Resuscitation (CPR) Certificate; a Criminal Background Check. Must pass a physical examination. Some positions require additional certifications to be obtained within 90 days of employment.

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***