

**THE NAVAJO NATION
DEPARTMENT OF PERSONNEL MANAGEMENT
JOB VACANCY ANNOUNCEMENT**

Requisition No: DOH1208162

Date Posted: 09/23/13

POSITION NO: 233568

Closing Date: 10/04/13

CLASS CODE: 4144

POSITION TITLE: Driver

DEPARTMENT NAME: Navajo Area Agency on Aging

DEPARTMENT NO: 120 WORKSITE LOCATION: Birdsprings, AZ

WORKS DAYS/HOURS: _____ POSITION TYPE: _____ GRADE R57A

Days: MON - FRI Permanent: SALARY: _____

Hours: 8:00 am - 4:00 pm Temporary: Duration: _____ \$ \$16,689.92 Per Annum

Part-Time: No. of Hrs/Wk: 32 \$ \$10.03 Per Hour

Position budgeted @ 64 hours PPE

DUTIES AND RESPONSIBILITIES:

Transports passenger(s) to specified location; assists with loading and unloading passengers; picks up and delivers materials and supplies to designated office/business; verifies and prepares pick up and/or deliveries; complies with all applicable traffic laws and regulations and program policies and procedures; maintains and ensures safety and comfort of passengers.

Performs routine inspection of vehicle; performs preventive maintenance and minor repairs; reports any problems or repairs needed; maintains trip log by recording travel mileage, fuel and maintenance expenses; cleans and washes vehicle; may conduct and participate in safety drills and presentations; attend meetings; prepares required reports.

In addition to the above, may assist in preparing, serving, and delivering meals to client's homes; may assist with intake and referrals.

QUALIFICATION REQUIREMENTS:

Experience:

One (1) year experience in driving a van, delivery van or light truck and must have a clean driving record for the past five (5) years.

High school diploma or GED, *preferred*.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application)

Special Knowledge, Skills and Abilities:

Knowledge of the operation and maintenance of automotive vehicles; ability to maintain records; considerable knowledge of traffic codes and regulations; fluency in the Navajo language is strongly preferred.

License/Certification Requirements:

Must possess a valid state driver's license. Within 90 days of date of hire, must obtain a Navajo Nation Vehicle Operator's Permit, a Cardiopulmonary Resuscitation (CPR) Certificate. Must pass a Physical Examination.

****Position requires a background check and suitability assessment prior to 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