THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	DOH12012699	**DATE POSTED:**	10/17/16
POSITION NO:	276761	**CLOSING DATE:**	10/28/16
POSITION TITLE:	DRIVER (S)		
DEPARTMENT NAME / WORKSITE:	DOH/Navajo Area Agency on Aging/Kaibeto Senior Center, Kaibeto, AZ		

WORK DAYS:	M-F	**REGULAR FULL TIME:**	☐			**GRADE/STEP:**	AB57A
WORK HOURS:	8 am - 4 pm	**PART TIME:**	☑	**NO. OF HRS./WK.:**	36	$ 19,918.08	PER ANNUM
		SEASONAL:	☐	**DURATION :**		$ 10.64	PER HOUR
		TEMPORARY:	☐				

DUTIES AND RESPONSIBILITIES:

Performs routine transportation service to specific locations, assist customers in boarding and departing passenger van, picks up and delivers materials and supplies to designated offices and businesses. Assist in preparing, serving and delivering meals to the home clients, maintains food temperature logs, assist to prepare client Intake forms and referrals, and planning and coordinating senior recreational, social, and educational activities. Gathers and inputs accurate data on a daily basis in the units for home delivered meals, vehicle mileage inspection logs and social services and submits to supervisor on the last working day of the month. Verifies and prepares pick up and/or deliveries, complies with all applicable traffic laws, and program polices and procedures, and maintains and ensures safety and comfort of passengers. Performs routine vehicle inspection, preventive maintenance, reports deficiencies of minor and major vehicle maintenance as a requirement, maintains expenditures for fuel and maintenance, ensures vehicle is washed, clean, good sound and operating condition, conducts and participate in safety drills and presentations, attends meetings/trainings, and presents reports. Performs minor maintenance of the senior center building. Submit required reports to the Senior Center Supervisor. Other assigned duties.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- One (1) year of experience operating passenger vans, delivery vans, or light trucks. Must have a clean driving record the past five (5) years.

Special Requirements:

- A favorable background investigation. ***(If selected for the position, tribal, federal, and state background checks must be completed prior to employment at the applicant's expense.)***
- Possess a valid state driver's license.
- Pass a physical examination.

(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 operation and preventive maintenance on a passenger van or cargo van. Knowledge of federal, state, and local traffic rules and regulations. Knowledge of occupational safety and health rules and regulations. Knowledge of transporting passengers. Knowledge of customer service and public relations practices. Knowledge of geographical area and map reading. Ability to compile statistical data on computers i.e., Microsoft Excel Spreadsheets. Knowledge of maintaining records, reports, and logs. Skill in safely operating and transporting passengers. Skill in safely and accurately picking up and delivering a variety of goods, materials, and supplies. Knowledge and ability to understand, interpret, and converse in Navajo language with fluency. Skill in utilizing customer service techniques when responding to inquires, request and complaints. Skill in establishing and maintaining effective working relationships. Ability to follow oral and written instructions.

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