

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DGS00514585 DATE POSTED: 10/27/17
POSITION NO: 946640 CLOSING DATE: OUF
POSITION TITLE: Program Supervisor II

DEPARTMENT NAME / WORKSITE: Division of General Services / Navajo Transit Systems / Fort Defiance, AZ
WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: A165A
WORK HOURS: 8 am - 5pm PART TIME: NO. OF HRS./WK.: _____ \$ 44,720.00 PER ANNUM
SEASONAL: DURATION : _____ \$ 21.50 PER HOUR
TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Day to day supervision of drivers and dispatchers. Supervises and coordinates Transit operations section relating to Route operation, Route schedules, Route coverage, vehicle assignments and Driver schedules; Assures program responsibilities are in compliance with transit objectives; maintains accurate records for drivers, timesheets; Provides recruitment, selection, coaching, mentoring, and performance evaluation of drivers and dispatchers; Provides crisis prevention and crisis management; Enforces and oversees compliance with all NTS policies; Responds to accidents and incidents and tasks associated with emergency response; Monitor violations of NTS driving policies and safety procedures, and investigate public complaints; Ensures all staff are fit for duty; Conducts safety meetings, bus safety instruction and evacuation drills; Work with local chapters and local/state/federal law enforcement on emergency situations. Serves as a back-up driver as needed. Knowledge in fleet transportation services.

Conducts assessment and makes decision regarding service interruptions; Notifies appropriate authorities when there is a significant service interruption; Utilize GPS monitoring system to manage bus locations; Conducts route assessments, bus stop location assessments; Works directly with Transit planner and Department Manager to address requests for route changes; Makes safety recommendations.

Conduct mandatory new-hire driver training; Conduct orientation on policies; Ensure staff maintain adequate certifications and licensure; Conducts or arranges for mandatory training.

Position shall assist with Department management assignments, research and assisting with report preparations, preparing letters of correspondence, managing driver supplies budget and all departmental issues at Navajo Nation, State, and Federal level.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Public or Business Administration or a closely related field and two (2) years of program related experience; or an equivalent combination of education and experience.

Special Requirements:

- A favorable background investigation is required.
- Possess a valid state driver's license.

(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:

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