THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DOH11912794**	DATE POSTED:	**11/07/16**
POSITION NO:	**233565**	CLOSING DATE:	**11/21/16**
POSITION TITLE:	**DRIVER (S)**		
DEPARTMENT NAME / WORKSITE:	**DOH/NAVAJO AREA AGENCY ON AGING - Teec Nos Pos Senior Center, Teec Nos Pos, AZ**		

WORK DAYS:	Monday - Friday	REGULAR FULL TIME:	☐			GRADE/STEP:	AB57A
WORK HOURS:	8AM - 5PM	PART TIME:	☑	NO. OF HRS./WK.:	**36**	$ 19,918.08	PER ANNUM
		SEASONAL:	☐	DURATION :		$ 10.64	PER HOUR
		TEMPORARY:	☐				

DUTIES AND RESPONSIBILITIES:

Primary responsibility is to transport clients to and from the Senior Center, field trips, and social activities. Assist with loading and unload passengers. Assist the cook in preparing hot meals and delivering hot meals to high risk/home bound clients within the community. Maintain vehicle in good sound and operating condition. Performs routine inspection of the van on a daily basis, maintain ridership and mileage log of the vehicle; performs preventative maintenance and minor repairs, reports any problems or repairs needed; maintain trip logs, fuel and maintenance expenses, clean and wash van. Conduct and participate in safety drills and presentation. Assure that minor maintenance of the senior center building is done for the upkeep of the building. Submit required reports to the Senior Center Supervisor. Attend required training and meetings. Other duties may be assigned. Employee will report to the Senior Center as the workstation. In addition may assist cook in preparing, serving, and delivering meals to client's home and may assist with intake and referrals.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- 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.

Special Requirements:

- A favorable background investigation is required.
- 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 preventative maintenance on a passenger or cargo van; federal, state, and local traffic rules and regulations; occupations safety and health rules and regulations; transporting passengers; customer service and public relations practices; geographical area and map reading; maintaining records, reports, and logs. Must be skilled in safely operating and transporting passengers; in safely and accurately picking up and delivering a variety of goods, materials, and supplies; in performing preventative maintenance on assigned vehicles; in utilizing customer service techniques when responding to inquiries, request and complaints; in establishing and maintaining effective working relationships. Ability to follow oral and written instructions. Driver will be responsible for part of the statistical reporting. Computer skills are recommended. Must be willing to attend trainings, assist with program activities on and off reservation. Must be will to take leadership in special assignments, assist in exercise activities wit elderly participants.

<<A favorable background investigation is required>>

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