

THE NAVAJO NATION  
Department of Personnel Management  
**JOB VACANCY ANNOUNCEMENT**

Requisition No: DOH1172655  
POSITION NO: 273098  
CLASS CODE: 4144

Date Posted: 11/22/10  
Closing Date: 01/04/11

POSITION TITLE: Driver  
DEPARTMENT NAME: Navajo Area Agency on Aging  
DEPARTMENT NO: 117 WORKSITE LOCATION: Smith Lake, New Mexico  
WORKS DAYS/HOURS: POSITION TYPE: GRADE: N570A  
Days: MON - FRI Permanent:   
Hours: 8:00 am - 4:00 pm Temporary:  Duration: SALARY: \$ \$15,100.80 Per Annum  
Part-Time:  No. of Hrs/Wk: 30 \$ \$9.68 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Primary responsibility is to transport clients to and from the Senior Center, field trips, appointments and social activities. Assist with loading and unloading passengers. Assist the cook in preparing hot meals and delivering meals to high risk/home bound clients. Maintain vehicle in good sound and operating condition. Performs routine inspect the van on a daily basis, maintain rider ship and mileage log of vehicle; performs preventive maintenance and minor repairs; reports any problems or repairs needed; maintains trip logs, fuel and maintenance expenses, clean and wash van. Conduct and participate in safety drills and presentations. Assure that minor maintenance of the senior center building for upkeep of the building. Submit required reports to the Senior Center Supervisor. Attend required trainings and meetings. Other duties may be assigned.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

One (1) year of experience in driving a van, delivery van or light truck. Must have a clean driving record to the past five years.

*(To receive full credit for education and training, applicant must submit copies of transcripts, certificates, degree, diploma, etc.)*

**Special Knowledge, Skills and Abilities:**

Knowledge of operation and preventive maintenance on a passenger van; Knowledge of federal, state and local traffic rules and regulations; Knowledge of transporting passengers; Knowledge of customer service and public relations; Knowledge of maintaining records, reports and logs; Skill in maintaining records, files and logs; Skill in performing preventive maintenance on assigned vehicle; Skill establishing and maintaining effective working relationships; Ability to follow oral and written instructions.

**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.

**Physical Requirements and Work Environments:**

Work requires lifting, moving carrying and transporting supplies weighing up to 25 pounds and assisting elders and disabled clients into and out of transport vehicle.