THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DOH11911099**	DATE POSTED:	**11/23/15**
POSITION NO:	**233572**	CLOSING DATE:	**12/08/15**
POSITION TITLE:	**Driver (S)**		
DEPARTMENT NAME / WORKSITE:	**DOH/Navajo Area Agency on Aging/Hogback, NM**		

WORK DAYS:	**Monday - Friday**	REGULAR FULL TIME:	☑			GRADE/STEP:	**AB57A**
WORK HOURS:	**8:00 am to 5:00 pm**	PART TIME:	☐	NO. OF HRS./WK.:		$ **22,131.20**	PER ANNUM
		SEASONAL:	☐	DURATION :		$ **10.64**	PER HOUR
		TEMPORARY:	☐				

DUTIES AND RESPONSIBILITIES:

Transports passengers to specified locations; 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, regulations, and program policies and procedures; maintains and ensures safety and comfort of passengers. Routine inspection of vans, performs preventative maintenance and minor repairs; reports any problems or repairs needed; maintains trip log by recording travel mileage, fuel and maintenance expenses; cleans and washes vans; may conduct and participate in safety drills and presentations, attends meetings, prepares required reports. Assist with minor maintenance of the Senior Center building.

In addition to responsibilties listed, may assist in preparing, serving and delivering meals to client's homes; 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.

Preferred Qualifications:

- A high school diploma or GED
- Two (2) years experience in driving.
- Commercial Driver's License.

Special Requirements

- A favorable background investigation
- Possess a valid state driver's license.
- Pass a physical examination.

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit and Cardiopulmonary Resusitation (CPR) Certificate within 90 days of date of hire. Some positions require additional certifications to be obtained within 90 days of date of hire.

Depending on the needs of the Navajo Nation, some incuments of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

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, requests, 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 willing to take leadership in special assignments, assist in exercise activities with elderly participants.

(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.)

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