

**THE NAVAJO NATION
DEPARTMENT OF PERSONNEL MANAGEMENT
JOB VACANCY ANNOUNCEMENT**

Requisition No: DOH1202679
POSITION NO: 234619
CLASS CODE: 4144

Date Posted: 12/06/10
Closing Date: 12/17/10

POSITION TITLE: Driver
DEPARTMENT NAME: Navajo Area Agency on Aging
DEPARTMENT NO: 120 WORKSITE LOCATION: Tonalea, Arizona
WORKS DAYS/HOURS: _____ POSITION TYPE: _____ GRADE N570A
Days: MON - FRI Permanent: SALARY:
Hours: 8:00 am - 4:00 pm Temporary: Duration: _____ \$ 15,100.80 Per Annum
Part-Time: No. of Hrs/Wk: 30 \$ \$9.68 Per Hour

DUTIES AND RESPONSIBILITIES:

Transports passenger(s) to specified location; 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 and regulations and program policies and procedures; maintains and ensures safety and comfort of passengers.

Performs routine inspection of vehicle; performs preventive maintenance and minor repairs; reports any problems or repairs needed; maintains trip log by recording travel mileage, fuel and maintenance expenses; cleans and washes vehicle; may conduct and participate in safety drills and presentations; attend meetings; prepares required reports.

In addition to the above, may assist in preparing, serving, and delivering meals to client's homes; may assist with intake and referrals.

Experience:

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. **(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 the operation and maintenance of automotive vehicles; ability to maintain records; considerable knowledge of traffic codes and regulations; fluency in the Navajo language is strongly preferred.

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.

VETERANS' PREFERENCE APPLIES

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

Revised: 1-15-99