

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH1187267
POSITION NO: 212704
CLASS CODE: 4144

Date Posted: 12/17/12
Closing Date: 12/31/12

POSITION TITLE: DRIVER
DEPARTMENT NAME: Navajo Area Agency on Aging
DEPARTMENT NO: 118 WORKSITE LOCATION: Whitecone, AZ
WORKS DAYS/HOURS: POSITION TYPE: GRADE: R57A
Days: Monday-Friday Permanent:
Hours: 8AM to 3PM Temporary: Duration: \$ 16,689.92 Per Annum
Part-Time: No. of Hrs/Wk: 32 \$ 10.03 Per Hour

DUTIES AND RESPONSIBILITIES:

Primary responsibility is to assist the elderly in boarding and departing from the Senior Center van. Assist the cook to prepare hot meals in a special container for the Home bound clients. Maintain vehicle in good sound and operating condition. Minor maintenance of the senior center building. Inspect the senior center van on a daily basis, maintain ridership and mileage log of the vehicle. Submit required reports to the Senior center supervisor. Other assigned duties.

QUALIFICATION REQUIREMENTS:

Education and Training:

Experience:

One (1) year experience in driving a van, delivery van or light truck in delivering goods. Must have a clean driving record for the past five (5) years.

Special Knowledge, Skills and Abilities:

Must be able to work under extreme pressure. Must be able to work overtime and on weekends. Must be able to read and write for minimal recording requirements. Must be fluent in both Navajo and English. Must be physically able to drive in adverse weather conditions and must be reliable and exercise due care driving at all times. Knowledge in vehicle maintenance and mechanic.

License/Certification Requirements:

Must possess a valid state driver's license. Within 90 days of hire must obtain a Navajo Nation Vehicle Operator's Permit, Cardiopulmonary Resuscitation (CPR) Certificate and Criminal Background Check. Must pass a physical examination. Food handler's permit, *preferred*.

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