

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: <u>DGS00516815</u>	DATE POSTED: <u>12/20/18</u>	
POSITION NO: <u>242686</u>	CLOSING DATE: <u>01/18/19</u>	
POSITION TITLE: <u>Motor Coach Driver</u>		
DEPARTMENT NAME / WORKSITE: <u>DGS / Navajo Transit System / Fort Defiance, AZ</u>		
WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AR59A</u>
WORK HOURS: <u>8am - 5pm</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>27,601.60</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/>	DURATION : _____ \$ <u>13.27</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	_____

DUTIES AND RESPONSIBILITIES:

Under general supervision, required to be familiar with and in compliance with Federal Motor Carrier Safety Regulations as prescribed by U.S. Department of Transportation, Federal Transportation Administration, Navajo Transit System Drug and Alcohol Testing Policy, Americans with Disabilities Act, Navajo Personnel Policies and Procedures Manual. Must be able and proficient in driving a greyhound-type, intercity diesel-powered transit bus and other transit vehicles, such as wheelchair-equipped transit buses; commuter vans; and other assigned vehicles; courteously greet passengers; assists passengers with baggage and collect tickets and cash fares; records cash receipts, ticket fare, mileage and ridership data; and complete minor repairs, clean and maintain assigned vehicles. Conduct pre-op inspections to ensure the vehicle is clean and operational in accordance with federal motor carrier regulations. Must also participate in workgroups. Perform other related duties as assigned. Overnight & weekend monitoring for safety and care of transit bus at worksite.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- Possess a Commercial Driver's License - Class A or B with passenger endorsement; and two (2) years of experience in operating a class of vehicles with a gross vehicle weight equal to motor coaches.

Special Requirements:

- Twenty - one (21) years of age and have an excellent driving record for the past three (3) years.
- A favorable background investigation.
- A medical examination that complies with the federal motor carrier safety regulations and pass a pre-employment drug test in accordance with the Federal Transit Administration regulations.

(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:

Supplemental Requirements: Incumbent must obtain a Navajo Nation Vehicle Operator's Permit - Type CDL, and successfully complete an emergency safety course and obtain a First Aid/Adult Child Certificate within 90 days of date of hire.

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