

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: <u>DOH03511573</u>	DATE POSTED: <u>03/07/16</u>		
POSITION NO: <u>940396</u>	CLOSING DATE: <u>03/18/16</u>		
POSITION TITLE: <u>FOOD DISTRIBUTION TRUCK DRIVER</u>			
DEPARTMENT NAME / WORKSITE: <u>DOH/NN FOOD DISTRIBUTION PROGRAM/MEXICAN SPRINGS, NM</u>			
WORK DAYS: <u>MON-FRI</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AB59A</u>	
WORK HOURS: <u>8am - 5pm</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____	\$ <u>26,270.40</u> PER ANNUM
	SEASONAL: <input type="checkbox"/>	DURATION : _____	\$ <u>12.63</u> PER HOUR
	TEMPORARY: <input type="checkbox"/>	_____	

DUTIES AND RESPONSIBILITIES:

Operates 5 ton semi-truck with trailer to deliver food commodities; operates forklift to load or unload food items; ability to lifting and carrying food commodities weighing up to 50 pounds; determines the amount of food to be loaded onto truck taking into consideration the weight of food and pallet; conducts physical inventory of food commodity loaded onto truck for distribution; records damaged food items and keep record of food issued; records the daily load list, assist warehouse worker with daily food issuance using automated system using computer generating shopping list; sweeps and mops floors whenever necessary; pick up trash around warehouse; may perform truck and equipment preventive maintenance.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; and one (1) year of experience operating and maintaining a 5 ton semi-tractor.

Preferred Qualifications:

- Two (2) years of truck driving experience and One (1) year of Warehouse experience.

Special Requirements:

- Possess a valid Commercial Driver License (CDL-Class A) and Medical Card.

(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:

Knowledge of proper vehicle safety inspection, safety procedures and control systems; operating tractor trailer and trucks; warehousing and stock handling; knowledge of occupational safety and health guidelines; following written and verbal instructions; basic written reports; inventory of food commodities, supplies and equipment; skill in use of personal computer and related software applications.

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