

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH1172344

Date Posted: 08/30/10

POSITION NO: 276472

Closing Date: 10/08/10

CLASS CODE: 4144

POSITION TITLE: Driver

DEPARTMENT NAME: Navajo Area Agency on Aging

DEPARTMENT NO: 117 WORKSITE LOCATION: Ojo Encino, New Mexico

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N570A

Days: MONDAY - FRIDAY

Permanent:

SALARY:

Hours: 8AM - 4PM

Temporary:

Duration: _____ \$ 18,120.96 Per Annum

Part-Time:

No. of Hrs/Wk: 36 \$ 9.68 Per Hour

DUTIES AND RESPONSIBILITIES:

Primary responsibility is to transport clients to the Senior Center, field trips, appointments, and social activities. Assist with loading and unloading passengers. Assist the cook in preparing hot meals and delivering meals to high risk/home bound clients within the community. Maintain vehicle in good sound and operating condition. Performs routine inspect the van on a daily basis, maintain ridership and mileage log of vehicle; performs preventative maintenance and minor repairs; reports any problems or repairs needed; maintain trip logs, fuel and maintenance expenses, clean and wash van. Conduct and participate in safety drills and presentation. Assure that minor maintenance of the senior center building for upkeep of the building. Submit required reports to the Senior Center Supervisor. Attend required trainings and meetings. Other duties may be assigned. Employee will report to the Senior Center as the workstation.

QUALIFICATION REQUIREMENTS:

Education and Training:

None required

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/training, applicant must submit copies of college transcripts, degree, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of operation and preventative maintenance on a passenger van; Knowledge of federal, state and local traffic rules and regulations; Knowledge of transporting passengers; Knowledge of customer service and public relations; Knowledge and skill of maintaining records, reports and mileage logs; Skill in performing preventative maintenance on assigned vehicle; Skill in establishing and maintaining effective working relationships; Ability to follow oral and written instructions.

License/Certification Requirements:

Must possess a valid state driver's license. 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.

Work requires lifting, moving, carrying, transporting supplies weighing up to 25 pounds, and assisting elders/disabled clients into and out of transport vehicle.

VETERANS' PREFERENCE APPLIES

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

Revised: 05/06/2010