THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DODE85011084**	DATE POSTED:	**11/23/15**
POSITION NO:	**945737**	CLOSING DATE:	**OUF**
POSITION TITLE:	**Fleet Coordinator**		
DEPARTMENT NAME / WORKSITE:	**DODE/Navajo Head Start - Tuba City, AZ**		

WORK DAYS:	Monday - Friday	REGULAR FULL TIME:	☐		GRADE/STEP:	AD60A
WORK HOURS:	40 hrs./Week	PART TIME:	☐	NO. OF HRS./WK.:	$ 29,993.60	PER ANNUM
		SEASONAL:	☑	DURATION :	$ 14.42	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Plans, schedules, and coordinates fleet inspection and inventory of motor vehicles for preventive maintenance, malfunction and allocation; reviews, evaluates and recommends permanent or temporary assignments or retrieval of vehicles based on budgetary constraints; resolves customer complaints or reports of actual or anticipated mechanical problems and determines action to correct condition; coordinates and expedites repairs, replacements and the overall cleaning of vehicles; inspects and reconciles requisition against vehicles specifications for titles and registration procurement with state and local enforcement agencies for new vehicles.

Issues and retrieves credit cards and spare keys, consolidates credit card charges to proper account for payment; initiates corrective measures on unauthorized purchases; maintains general ledger to reflect overall tribal expenditures on operational costs; compiles and maintains records on vehicle mileage, assignments repair services; prepares correspondence and required reports; verifies and authorizes that drivers meet tribal, state and federal driving requirements; responses to calls from customers; order supplies; provides vehicle data to appropriate personnel for annual budget preparation; provides budgetary projection figures including proposed vehicle requests.

Issues vehicle rentals; ensures department has prepared proper requisition forms; prepares rental vehicles by ensuring fuel, oil levels and a spare tire is available; inspects all returned rentals for damage and return of all equipment; ensures maintenance is up-to-date; notes any mechanical malfunctions and take appropriate action; processes monthly journal vouchers for all rental charges; delivers or picks up leased, rental and department vehicles; performs minor vehicle maintenance such as replacing headlights, tail lights, fuses, antifreeze, etc.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A High School Diploma or GED; and three (3) years of experience of related work experience.

Preferred Qualifications:

- An Associate's degree in Automotive Technology or related field.
- Possess a valid state CDL Class A or B.
- Training on Automotive Tech.

Special Requirements:

- Possess a valid state driver's license Class A or B.

(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:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit, First Aid, and Cardiopulmonary Resuscitation (CPR) within 90 days of date of hire.

<<A favorable background investigation is required>>
THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.