THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DGS0059596**	DATE POSTED:	**12/01/14**
POSITION NO:	**203886**	CLOSING DATE:	**12/12/14**
POSITION TITLE:	**Fleet Coordinator**		
DEPARTMENT NAME / WORKSITE:	**DGS/Navajo Transit System/Fort Defiance, AZ**		

WORK DAYS:	Mon-Fri	REGULAR FULL TIME:	☑		GRADE/STEP:	AB60A
WORK HOURS:	8am-5pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 28,600.00	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 13.75	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs work of moderate difficulty in assessing, developing, implementing, maintaining and managing the Navajo Transit System (NTS) fleet vehicles operations includes supervision of all Motor Coach Drivers in accordance with the Federal Motor Carrier Regulation, Federal Transportation, NTS Drug and Alcohol Policy, Navajo Nation Personnel Policy and other applicable laws and regulations. Ensures fleet vehicles are scheduled, used and managed in the most efficient manner and proper assignment adjustment are made to obtain maximum utilization of all NTS fleet vehicles. Update and maintain preventive maintenance management, operations and maintain tracking mechanism to assure efficient operations.

Conduct required pre & post safety inspection of all NTS fleet vehicles to ensure compliance with safety standards and regulations. Work and coordinate closely with the Mechanic Supervisors, Mechanics, Parts Technician and Motor Coach Driver to ensure efficiency and proficiency of services in all aspects of fleet vehicles operations. Document and maintain a general ledger on fleet operational information, develop and compile data and statistical report reelecting; mileage, costs on fuel, maintenance/repair costs, customer services benefits, training, performance measures and other relevant information.

Assess, develop and implement an on-going safety program for all Coach Driver, Mechanics and Parts Technician and carry out pertinent administrative duties and assignments, including but not limited to, timesheets for subordinates, performance appraisal, monitoring work schedule and plan, supervision of staff, leaves, budgetary projection and planning and etc. Provide for positive customer relations and satisfaction. Verifies and authorizes all Motor Coach Drivers to meet tribal, state and federal driving requirements. Maintain a general ledger on operation expenditures and appropriately forecast budgetary projection to adequately meet operation needs. Attend and participate in program related meetings; audit, corrective actions, planning, training, 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:

Twenty-one (21) years of age and have excellent driving record for the past three (3) years; favorable background check, pass a pre-employment drug test in accordance to FTA regulations. Knowledge of federal, state and tribal laws, regulations, guidelines pertinent to fleet operations, motor vehicle repairs, maintenance, safety and usage of power tools/equipment's; gasoline and diesel operational engines; basic accounting and practices. Skills in principles, practices and procedures of organizing and scheduling work priorities; automotive inspection practices and procedures; utilizing computer database to research, maintain and update records and files. Ability to maintain records, comparative information analysis and to communicate effectively.

<<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.