

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: DOE8179629

Date Posted: 07/06/09

POSITION NO: 945101

Closing Date: 07/17/09

CLASS CODE: 4145

POSITION TITLE: HEAD START BUS DRIVER ***

DEPARTMENT NAME: Navajo Nation Head Start - Shiprock Agency

DEPARTMENT NO: 817 WORKSITE LOCATION: Cudei Center - Cudei, NM

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N580A

Days: Mon-Fri

Permanent:

SALARY:

Hours: 7am-3pm

Temporary:

Duration: 9 Months \$ _____ Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 10.55 Per Hour

DUTIES AND RESPONSIBILITIES:

Drive bus to transport nine to twenty-five passengers to specified locations; comply with traffic regulations; perform daily routine bus inspections, maintenance and repairs; report delays in accidents; maintain trip log by recording travel, fuel and maintenance expenses; maintain discipline, safety and comfort of passengers; direct loading and unloading of passengers; may conduct and participate in bus safety drills and presentations; attend meetings, prepare and submit required reports; maybe required to participate in classroom instructions, provide assistance in the supervision of children and assist with the preparation of meals based on Head Start program guidelines.

QUALIFICATION REQUIREMENTS:

Minimum Qualifications:

A Commercial Drivers License.

Special Knowledge, Skills and Abilities:

Knowledge of the methods, practices, tools, equipment, and materials used in the operation and maintenance of automotive vehicles; knowledge of the occupational hazards and safety precautions necessary to minimize injury to passengers or damage to equipment; knowledge of traffic codes and regulations; ability to locate the cause of vehicle malfunctions; ability to understand and communicate in both English and Navajo languages. Work requires lifting up to 50 lbs, and caring and working with young children.

License/Certification Requirements:

Must pass a criminal background investigation, fingerprinting, employee assessment and a physical examination prior to employment. Within 90 days of employment must obtain a Bus Drivers Certificate, a Navajo Nation Vehicle Operator's Permit, a current Cardiopulmonary Resuscitation (CPR) Certificate, a First Aid Certificate and a Food Handler's Permit.

UNION POSITION ***

"VETERANS' PREFERENCE APPLIES"

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

Revised: 1-15-99