

TRUCK DRIVER

DEFINITION: Under general supervision performs work consistent with the operation and safe handling of large commercial vehicle while transporting, hauling, and distributing material for Kayenta Township. Incumbent is responsible for observing all safety regulations while driving; maintaining company vehicle; reporting and documenting use of vehicle through mileage logs, proper maintenance, and safety inspections.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS: Adheres to Kayenta Township Personnel Policy and Procedures; maintains excellent attendance records to meet the needs of the organization; extends outstanding customer service at all times to both internal and external customers; uses good judgment for problem solving; researches and gathers information as requested and needed; provides general support.

Practices safe driving habits; follows all state and national safety regulations and standards; maintains vehicle equipment; completes documentation for mileage; accurately follows directions; refuel vehicle and check/replace oil as needed; inspect truck daily for damage or maintenance problems; report any accidents or vehicle issues encountered while driving to supervisor; clean windows, windshields, and mirrors as needed; keep vehicle clean and free of debris and clutter.

Maintains safe and clean reception area by complying with procedures, rules and regulations. Maintains continuity among work teams by documenting and communication actions, irregularities, and continuing needs. Contributes to team effort by accomplishing assigned work. Effectively communicate with all business department personnel, excellent written and oral communication skills.

Performs other duties as assigned.

SKILL, KNOWLEDGE, ABILITY:

- Ability to have good hand-eye coordination to safely operate large company vehicle.
- Ability to hear sound from short distances.
- Ability to sit long hours during the operation of vehicle.
- Ability to see with good vision to avoid potential collisions and accidents.
- Knowledge of safe driving techniques, maneuvering, and parking.
- Knowledge of large vehicle maintenance and diesel mechanics.
- Knowledge of proper vehicle maintenance documentation.
- Skill with safe driving and defensive driving.
- Skill with diagnosis mechanical problems.
- Ability to manage time effectively.
- Ability to work weekends, extended hours, and holidays as needed.
- Ability to work independently.
- Knowledge of administrative and clerical processes.
- Knowledge of community information.
- Ability to interact and work positively with the general public and personnel.
- Ability to communicate effectively both in writing and speaking.
- Ability to pay attention to details.
- Ability to multitask work flow and processes.
- Ability to demonstrate initiative, reliability, and be proactive.

- Ability to use MS Word, Excel, PowerPoint, Access, and other related MS Software.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves moderate physical effort including walking, lifting 50-lbs or more, carrying, standing, occasionally required to climb, use hands and tools. While performing the duties of this job, the employee is occasionally exposed to dust, noise, pollens, and fumes, weather extremes.

MINIMUM QUALIFICATIONS:

- High School Diploma or equivalent. One (1) year of safe truck driving experience.
- Posses valid and current Commercial Driver's License (CDL) to operate large vehicle.
- Must have a clean driving record with no recent moving violations.

PREFERRED QUALIFICATIONS:

- Truck driving school certification. Two (2) years previous professional driving experience.

SPECIAL REQUIREMENTS:

- Possess a valid state driver's license.
- Depending upon the needs of the Kayenta Township, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.