



EMPLOYMENT OPPORTUNITY ADVERTISEMENT

Zuni Housing Authority
P. O. Box 710 - 104D Avenue
Zuni, New Mexico 87327
Phone: (505) 782-4550

www.pozha.org

ZHA-2022-011

Announcement No.

July 21, 2022

Announcement Date

August 3, 2022

Closing Date

POSITION: DRIVER I

Pay Level and Hourly Rate: TDWR

DEPARTMENT AND LOCATION: Construction Services Department, Blackrock, NM

SUMMARY

The primary responsibility of the Driver is to deliver building material, supplies and products to meet the needs of the construction crews by delivering and picking up equipment in a timely, safe and courteous manner as well as operate a variety of construction equipment. Driver shall be expected to perform maintenance on their vehicles such as cleaning the interior and exterior, or taking the vehicles to get scheduled maintenance or repairs.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of on the job safety, safe lifting and handling procedures, and basic first aid.
2. Ability to work independently and complete daily activities according work schedule
3. Ability to communicate and follow verbal and written instructions with minimal supervision
4. Ability to operate a forklift, backhoe and other related equipment in a safe responsible manner
5. Must be a team player and make good sound decisions
6. Ability to establish and maintain good and effective working relationship with co-workers and the public

EDUCATION AND EXPERIENCE:

1. High School Diploma/GED with six (6) months work related experience. This position requires driving. Incumbent must possess valid Driver's License and must not have any DUI/DWI convictions within the past three (3) years.

WORK ENVIRONMENT:

Job may be performed both indoors and outdoors in a variety of settings including possible hazardous conditions on a construction site. Exposure to loud noises, dirt, dust and smoke may occur. Protective safety clothing is required including appropriate construction boots, gloves, hard hat, ear plugs, and goggles.

PHYSICAL DEMANDS:

1. Frequent holding and grasping with the hands when loading and unloading material, equipment and securing loads
2. Work inside and outside; with exposure to extreme temperatures and loud noise
3. Ability to lift heavy objects, occasional exertion of up to 100lbs., walk and stand for long periods of time and perform strenuous physical labor

POSITION TYPE AND EXPECTED HOURS OF WORK

This is a full time, temporary position and work hours are Monday through Friday : 8:00 AM - 5:00 PM but subject to change based on season and work availability.

TRAVEL

This position requires travel between construction yard and project sites. At times to vendors to pick up supplies

AAP/EEO STATEMENT

ZHA provides Equal Employment Opportunity (EEO) and complies with the Americans with Disabilities Act (ADA), and Age Discrimination in Employment Act (ADEA). ZHA provides preference for Zuni Tribal Members, Native American and Veterans of the United States Military

OTHER

Note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

APPLICATION INSTRUCTIONS: (Please do not remove job posting).

Applications can be obtained at the Zuni Housing Authority Administration Building at 104D Avenue, Blackrock and the ZHA website at www.pozha.org