

NAVAJO TRIBAL UTILITY AUTHORITY  
AN ENTERPRISE OF THE NAVAJO NATION

JOB RE-ANNOUNCEMENT

**ANNOUNCEMENT NO:** HQ-17a-10-965  
**TITLE:** Transportation & Equipment Manager (Exempt)  
**SALARY:** Depending on Experience & Qualifications with Excellent Benefits  
**LOCATION:** Construction Operations Department – Fort Defiance, Arizona  
**OPENING DATE:** August 23, 2010  
**CLOSING DATE:** Open Until Filled



**MINIMUM QUALIFICATIONS REQUIRED:**

- Bachelor's Degree in Business, Public Administration, Management or related field
- 5 years of work experience in transportation and/or equipment management or closely related field; equivalent combination of education and experience will be considered
- Working experience and knowledge of Microsoft Suite: Excel, Access, PowerPoint, Project Management
- 3 – 5 years supervisory experience is required
- Knowledge of principles and methods of organizational management; inventory techniques; equipment, tools, materials, and supplies used in motor vehicle fleet acquisition, maintenance, and repair; budget preparation; principles and practices of personnel management.
- Must be ambitious, enthusiastic, a self-starter, loyal, respectful, innovative, strong interpersonal and oral communication skills; time management qualities are essential to handle multi-tasks and assignments
- The successful applicant must demonstrate in personal interview exceptional leadership qualities and ability to motivate employee performance
- Requires a Valid Driver's License (subject to motor vehicle review)
- 

**JOB RESPONSIBILITIES AND PERFORMANCE OBJECTIVES**

- Manages vehicle fleet and heavy equipment operations.
- Directs activities related to dispatching, routing, and tracking transportation vehicles and heavy equipment.
- Plan, organize and manage the work of subordinate staff ensure that the work is accomplished.
- Direct and conducts investigations to verify and resolve customer issues or complaints.
- Responsible and oversees the assignments of all vehicles, units, construction equipment and heavy equipment to various projects within the NTUA service area.
- Implement schedule and policy changes.
- Establishes and collaborates with other managers and staff to formulate and implement policies, procedures, goals and objectives for the Authority.
- Promote safe work activities by conducting safety audits, attending company safety meetings, work with the Safety Department, and meeting with individual staff members.
- Develop criteria, instruction, procedural manual for vehicle and equipment.
- Negotiate and authorize contracts with equipment and materials suppliers, and monitor contracts fulfillment if required.
- Recommendations to management on proposed fees and tariff increases or schedule changes.
- Provides administrative and technical assistance to those receiving transportation-related grants.
- Direct procurement processes, including vehicle/equipment specifications, research, testing, vendor contracts, requisition approval and coordinate with the Purchasing Department
- Knowledge of commercial drivers license rules, regulations, and laws.
- Performs other duties as assigned or requested.

**TO APPLY:** The following documents must be entirely completed to be considered for employment:

- ✓ **NTUA Employment Application**
- ✓ **Authorization for Release of Information form**
- ✓ **College Transcripts**



Submit documents to Human Resources, PO Box 170, Fort Defiance, AZ 86504. The completed NTUA Employment Application, Authorization for Release Form and College Transcripts must be received by NTUA. For inquiries, call (928) 729-6252 or to apply online, please visit our website @ [www.ntua.com](http://www.ntua.com).

\* The selected candidate must successfully complete a pre-employment drug test, background check and physical examination.

***NTUA'S Mission: "To provide Safe & Reliable services to our customers that exceeds their expectations."***

**Navajo Preference**

NTUA reserves the right to determine whether an applicant possesses "necessary qualifications" as defined under the Navajo Preference in Employment Act.

23-Aug-10