SAN CARLOS APACHE TRIBE

HUMAN RESOURCES DEPARTMENT

P.O. Box 0

San Carlos, Arizona 85550

(928) 475-1760 Fax (928) 475-2296



Tao Etpison

Tribal Vice-Chairman

Terry Rambler

Tribal Chairman

**RE-ADVERTISEMENT**

**Applicants who previously applied need not reapply unless they wish to update their applications.**

|  |  |  |
| --- | --- | --- |
| **VACANCY ANNOUNCEMENT NO.** | **OPENING DATE** | **CLOSING DATE** |
| #23-047 | January 12, 2023 | February 3, 2023 |

|  |  |
| --- | --- |
| **POSITION TITLE AND DEPARTMENT** | SALARY |
| **Fleet Support Specialist**  Emergency Medical Services | DOE |
| APPLICATIONS ARE AVAILABLE AT THE TRIBAL HUMAN RESOURCES OFFICE  (Applications must be received in the Human Resources Office by close of business on the closing date) | |

**CONDITIONS OF EMPLOYMENT:**

* **In accordance with the San Carlos Apache Tribe Resolution No. AU-21-121, all potential employees must show proof of COVID-19 vaccination for it is mandatory for all Tribal employees to have the vaccine as a condition of employment. All employees who opt-out or otherwise have no proof of vaccination shall be subject to bi-weekly testing for COVID-19 (must provide letter or doctor’s excuse when applying to opt-out of receiving vaccination).**
* Regular Full Time positions. (non-exempt)
* Applicant must have a valid driver’s license and be at least twenty-one (21) years of age or older.
* Applicant must successfully complete a Defensive Driving Course within ninety (90) days of employment.
* Applicant must successfully complete Fleetio Training within ninety (90) days of employment.
* Applicant must successfully complete Customer Services Training within ninety (90) days of employment.
* Applicant must complete a Health Improvement Patient Portability Act (HIPPA) training within thirty (30) days of employment.
* Applicant must complete certification in First-Aid and CPR, Bloodbourne, and Automated External Defibrillator (AED) within ninety (90) days of employment.
* Work schedule: Work schedule may include working unusual shifts which include weekends, evenings, nights, and holidays.
* Applicant must have a safe driving record in good standing. Safe driving record is defined as no more than three (3) moving traffic violations, no major traffic violation within the past three (3) years and no convictions for a DUI within the past five (5) years. Applicant will be subject to a five (5) year motor vehicle records check. ***Failure to reveal driving records may be grounds for not hiring or termination after employment.***
* Applicant will be subject to and must pass a background investigation with a favorable determination. The results of a background check shall only be used for the purpose of determining an individual’s suitability for employment. Applicants who provide false or misleading information in their application or authorization may be eliminated from any further consideration. ***Note: Applicants must meet this requirement by completing Item No. 15., on the Application for Employment.***
* Applicant must complete a "Child Care & Indian Child Care Worker Position" form to determine your suitability for tribal employment, to authorize a background investigation, and to certify the accuracy of all information in your application. Under P.L. 101-630 Indian Child Protection Act, anyone who answers in the affirmative will be found ineligible and unsuitable for employment with the San Carlos Apache Tribe. ***If you make a false statement in any part of your application, you may not be hired or you may be terminated after you begin work.***
* In accordance with the San Carlos Apache Tribe Drug and Alcohol Policy, all potential employees will be tested for the presence of controlled substances as part of the pre-employment selection process. Applicants who fail to pass the drug test will be ineligible for employment and may not reapply for twelve (12) months thereafter. This policy has been adopted to provide drug-free work sites and to prohibit working while under the influence of alcohol.

**DUTIES AND RESPONSIBILITIES:**

As a Fleet Support Specialist, under the direct supervision of the EMS/Fire Fleet Supervisor and the general oversight of the EMS Program Manager, the Fleet Support Specialist will be responsible for assisting in coordinating and scheduling EMS and Fire Program fleet vehicles for repairs and maintenance. Shall comply with GSA Guidelines, Tribal Policy and Procedures, Department of Health & Human Services Policy and Procedures and the EMS/Fire Program Vehicle Fleet & Procedures including applicable laws with the State of Arizona. Conducts routine inspection on all vehicles to ensure emergency vehicles are in safe operating condition. Assist in tracking all preventive maintenance, work performed, recall notices, and warranty work on all program vehicles. Respond to emergency telephone requests as appropriate, referring to supervisor as needed. The Fleet Support Specialist will be tasked with assisting in maintaining vehicle usage, service reports, equipment inventory, and maintaining vehicle inventory. Shall assist in developing and maintaining vehicle fleet tracking and fleet maintenance portfolio to ensure cost effectiveness of maintaining fleet. Assist in monitoring all Fleetio notification and alerts to ensure all vehicle repairs and maintenance are complete in a timely manner. Shall assist in reviewing a variety of data for accuracy, completeness and conformance to established standards and procedures in the NEMT Monthly Report. Shall assist in training drivers on correct pre-trip and post-trip inspections and accident forms. Maintain a daily log of operations and activities. Receive transportation requests for extra trips, van leases, and excursions. Assist the EMS/Fire Fleet Supervisor to maintain records; prepare monthly reports; follow oral and written instructions; enter and retrieve applicable transportation data using a computer; and establish and maintain effective working relationships with departments, community, and others. Receive and record all transit fares and fees to which will be turned in each week. Ensure vehicle documentation (i.e, registration, insurance, accident report forms, etc.) is current and kept in all vehicles as required.

**QUALIFICATION REQUIREMENTS:**

Basic Requirements:

High School Graduation or Equivalent. High school graduation or equivalent means the applicant has received a high school diploma, General Education Development (GED) equivalency certificate or proficiency certificate from a State or territorial-level Board of Department of Education.

In addition to meeting the basic requirements above, candidates must have had six (6) months of specialized experience.

Specialized experience is experience in general office support work with scheduling, data entry or a job related field. ***Examples of the type of experience that will be credited are shown above under “Duties and Responsibilities”.***

**EVALUATION METHOD AND RANKING FACTORS:** Evaluation will be made of the extent to which experience, education, training, self-development, and/or awards demonstrate that basically qualified candidates possess the Ranking Factors-Knowledge, Skills and Abilities (KSA) described below.

1. Knowledge and in compliance with Tribal and GSA Vehicle/Driving Guidelines.
2. Knowledge of Microsoft Office software: Word, Excel, Access, and Power Point.
3. Knowledge of health and safety requirements.
4. Knowledge of vehicle maintenance requirements.
5. Knowledge and in compliance with HIPAA regulations.
6. Knowledge of the operations and features of assigned vehicle(s).
7. Ability to drive a multi-passenger vehicle safely and appropriately.
8. Ability to work independently and exercise sound judgement.
9. Ability to multi-task efficiently.
10. Ability to work efficiently and interact in a contractive and professional manner with coworkers, clients and public.
11. Ability to communicate effectively in writing and orally.
12. Ability to follow instructions.
13. Ability to prepare concise, accurate records and reports.
14. Ability to establish and maintain a professional effective working relationships.
15. Ability to travel long distance to drop off and pick up program vehicles.

**OTHER IMPORTANT INFORMATION:**

* Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.
* All material submitted for consideration under this announcement becomes the property of Human Resources Office and is subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or a determination of unsuitability for tribal employment.
* Additional or alternate selections may be made from the eligibility list within 30 days from the date the selection list was issued. The positions to be filled must have the same title and have the same qualification requirements. However, if there are no Indian preference candidates left on the certificate, the vacancy must be re-announced.
* INDIAN PREFERENCE: It is the goal of the San Carlos Apache Tribe to employ as many ***tribal members*** as possible in tribal positions. Therefore, all other qualifications being equal, ***tribal members*** will receive hiring preference over other Indian Preference eligible and non-Indian Preference eligible. Preference for employment will be granted to qualified individuals, in the following order:

1. Enrolled member of the San Carlos Apache Tribe with Veteran’s Preference
2. Enrolled member of the San Carlos Apache Tribe
3. Native American spouse of an enrolled tribal member or Native American parent of enrolled tribal member
4. Other Native American
5. Non-Indian spouse or Non-Indian parent of enrolled tribal member
6. Non-Indian

It is also the goal of the San Carlos Apache Tribe to provide the best services possible to ***tribal members***. In furthering the Tribe’s efforts to insure retention of tribal members and to provide job opportunities to tribal members, non-tribal member employees upon hiring shall, as part of the hiring agreement, agree to provide training and development to tribal members to allow them to become qualified for jobs which non-tribal member employees hold. The Tribal Preference policy applies to hiring, placement, and promotion, transfer or lay off, treatment during employment, and selection for training.

* VETERANS PREFERENCE AND INDIAN PREFERENCE: Preference in filling vacancies may be given to honorably discharged veterans who are enrolled members of the San Carlos Apache Tribe.
* EQUAL EMPLOYMENT OPPORTUNITY: Except for Indian preference, consideration will be given without regard to any non-merit factor such as race, color, religion, sex, national origin, partisan politics, physical or mental handicap, marital status, age, membership or non-membership in any employee organization, or sexual orientation.

HUMAN RESOURCES OFFICE CLEARANCE:

***/s/Timecah Cosen January 12, 2023***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Human Resources Assistant |  | Date |  |