

ARCTIC SLOPE NATIVE ASSOCIATION  
JOB VACANCY ANNOUNCEMENT

Opening Date:	November 8, 2018	Closing Date:	Until Filled
Position:	<b><u>Lead Van Driver</u></b>	Reports to:	Motor Pool Manager
Salary/Wage:	Grade 10; \$29.09 - \$32.12/HR DOE	Department:	Motorpool
Hours:	Varies based on schedule	Location:	ASNA

**Brief Summary:**

Responsible for supervising staff who provide transportation to and from the old SSMH to the new hospital.

**Essential Job Functions:**

- Supervise, schedule and train van drivers.
- Drive ASNA employees to and from the old SSMH to the new hospital
- Safely navigate and operate a motor vehicle in all kinds' weather and road conditions.
- Positively represent the Samuel Simmonds Memorial Hospital.
- Successfully perform other duties as assigned.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential job duty satisfactory. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education & Experience**

- High school diploma or general education degree (GED).
- Two years of experience in commercial passenger transportation.
- Previous customer experience preferred.
- Previous supervisory experience preferred.

**Desired Knowledge, Skills and Abilities:**

- Ability to read and comprehend instructions, short correspondence and memos from other employees of the organization.
- Ability to deal professionally, courteously, and efficiently with the public and co-workers, and to remain calm under stress.
- Ability to drive safely in inclement weather and poor driving conditions.
- Good problem-solving skills.
- Good customer service skills.
- Responsible to take call on evenings, weekends and split shift.

**Computer Skills**

- Position may utilize Microsoft Office suite and email.

**Certification/Licensure**

- Valid State of Alaska Driver's License.
- Clean driving record.

Contact: Human Resources Department, Arctic Slope Native Association, Ltd.

PO Box 29 \* Barrow, AK 99723 \* 907.852.9204 \* FAX 907.852.6217

*This vacancy announcement has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.*

*Arctic Slope Native Association, Ltd. exercises its rights in Native Hire Preference, Contracting/Subcontracting and Employment Practices applicable by law.*