

## JOB OPENING ANNOUNCEMENT

**Job Title:** Fleet Detailer

**Report To:** Fleet Coordinator/Mechanic

**Department:** Public Works

**Job Vacancy:** YAN-22-019

**Status:** Full-Time; Non-exempt

**Starting Wage:** DOE

**Opening Date:** 03/14/2022

**Closing Date:** 03/25/2022

### **POSITION DESCRIPTION:**

The Fleet Detailer position will be responsible for ensuring the cleanliness of all fleet vehicles by washing, vacuuming, and cleaning out trash on a daily basis.

### **QUALIFICATIONS:**

- High School Diploma or GED.
- At least six (6) months detail work experience.
- Must be able to report to work on time and work with minimal supervision.
- Must be able to work odd hours and be flexible with work schedule.
- Must have a valid Arizona Driver's License and be insurable with the Nation's auto insurance policy and sustain insurability throughout the duration of employment.

### **DUTIES AND RESPONSIBILITIES:**

- Vacuum, wash, and wipe down all inside and outside of fleet vehicles.
- Cleans the shop inside, outside, and around the Fleet building.
- Keep vehicles free of trash.
- Ensure that mileage sheets are put in each vehicle on a monthly basis.
- Must be able to work well with other employees and get along with everyone.
- Able to fill-in on other positions on the spot or in emergency situations.
- Performs other duties as assigned.

### **Physical Requirements**

The employee must occasionally lift and/or move up to ten (10) pounds and occasionally more. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of an office setting. While performing the duties of this job the employee is required to sit; talk or hear; stand; walk; use hands to finger; handle or operate objects; tools or controls; and reach with hands and arms.

**How to apply: Please submit your resume and application to:**

**Yavapai-Apache Nation / Human Resources**

**2400 W. Datsi / Camp Verde, AZ 86322**

**P: 928-567-1062 / Fax: 928-567-1064**

**[www.yavapai-apache.org](http://www.yavapai-apache.org)**

**INDIAN PREFERENCE:**

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND  
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE  
FINGERPRINTING**

