

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: <u>DGS02715069</u>	DATE POSTED: <u>02/09/18</u>	
POSITION NO: <u>280476</u>	CLOSING DATE: <u>02/22/18</u>	
POSITION TITLE: <u>Auto Body Repairer</u>		
DEPARTMENT NAME / WORKSITE: <u>Fleet Management- Window Rock, Arizona</u>		
WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AI59A</u>
WORK HOURS: <u>8:00am - 5:00pm</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>26,936.00</u> PER ANNUM
	SEASONAL: <input type="checkbox"/>	DURATION : _____ \$ <u>12.95</u> PER HOUR
	TEMPORARY: <input type="checkbox"/>	

DUTIES AND RESPONSIBILITIES:

Performs manual duties in the receiving, refinishing, and painting of material on damaged automotive vehicles, examines and inspects damages and determines amount of material, supplies, parts required and equipment needed; may remove upholstery, accessories, electrical and hydraulic equipment and trim to gain access to vehicle body and fenders, removes dents, indentations, scratches, and damaged parts by using dolly blocks and hammer, fills depressions and soldier or other plastic material; uses wrenches and cutting torch to remove excessively damaged fenders, panels, and grilles, devices, uses power tools and hand tools to file grind and sand repaired surfaces; refinishes repaired surfaces by painting with primer coat and sanding it smooth and repainting surfaces by combining or mixing colors to match original color and finish, operates body repair equipment and machinery; replaces auto glass such as door glass and windshields, replaces vehicle safety air bag systems, observes work place safety rules and regulations.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED; and one (1) year full time journey level body repair, sheet metal welding and fabrication or related experience; or an equivalent combination of education and experience.

Special Requirements:

- Possess a valid state driver's license.
- A favorable background investigation.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Ability to read and follow instructions of electrical wiring, straightening frames with frame rack, and knowledge of up to date refinish techniques with the new concept paint. Lifting and carrying automotive parts/supplies weighing up to 50lbs or more.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.