

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: <u>DGS02719688</u>	DATE POSTED: <u>04/16/20</u>		
POSITION NO: <u>202391</u>	CLOSING DATE: <u>Open Until Filled</u>		
POSITION TITLE: <u>AUTOMOTIVE TECHNICIAN</u>			
DEPARTMENT NAME / WORKSITE: <u>Fleet Management Department ~ Tuba City Service Center</u>			
WORK DAYS: <u>5 Days/Week</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>BC61A</u>	
WORK HOURS: <u>40/Week</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____	\$ <u>33,384.00</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/>	DURATION : _____	\$ <u>16.05</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	_____	

DUTIES AND RESPONSIBILITIES:

Perform duties of moderate difficulty as assigned; preventative maintenance, safety inspections, vital fluids check, tire inspection, glass, windshield and wiper blade inspection. Perform BRAKE repairs and service, lining replacement, refinish rotors/drums, replace lines, repack wheel bearings repair or replacement. Perform TRANSMISSION repairs and service, filter replacement, line replacement, differential services, universal joints repair or replacement. Perform SUSPENSION service; shocks, struts, springs, ball joints, steering linkage, steering assist, switches, relays, alignment repair or replacement. HVAC repairs or service, resistor, switches, motors, accumulators, condensers, charge hoses, seals, orifices, refrigerant recharge/ recycle repair or replacement. ENGINE management diagnostic(s); preventative maintenance, gasket, mounts, switch(s), ignition, plugs, wires, control modules repair or replacement. COOLANT system; radiator, belts, hose, temp controls, reservoir repair or replacement. TIRE inspection, repairs, replacement, balance and rotation. LIGHTS function, repairs, wiring, includes CODE3 LIFE SUPPORT. EXHAUST sensor(s), welding, repair or replacement. VEHICLE RECOVERY, hook up and towing. COMPUTER work orders, input, parts look up. DAILY HOUSEKEEPING and all other assigned duties

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate's degree in Automotive Technology; and two (2) year diagnosing, repairing, overhauling and servicing automobiles; 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:

SKILLS: computer literate, able to read schematics, utilize diagnostic equipment, typing, report generation, networking,

KNOWLEDGE: Customer relations, multi year vehicle make and model general auto repair, diesel, gasoline and hybrid engine(s), vehicle recovery, welding, metal fabrications, lifting equipment, pneumatic tools, HVAC systems, drivability, ABILITIES, learn and complete complex task, self taught skills, excellent manual dexterity, responsibility, follow instructions, safety conscious, communication skills,

Work involves moderate travel to remote locations, driving in adverse weather conditions, lifting, carrying and moving automotive parts and supplies weighing up to 50 pounds with exposure to potentially hazardous chemicals and solvents.

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