

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DGS02723952

DATE POSTED: 06/07/22

POSITION NO: 202357

CLOSING DATE: 06/28/2022 by 5 pm

POSITION TITLE: **AUTO BODY REPAIRER**

DEPARTMENT NAME / WORKSITE: Fleet Management Department- Window Rock, Arizona

WORK DAYS: Monday-Friday REGULAR FULL TIME: GRADE/STEP: BQ59A

WORK HOURS: 8:00am - 5:00pm PART TIME: NO. OF HRS./WK.: _____ \$ 30,004.56 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 14.37 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Performs manual duties in receiving, refinishing and painting of material on damaged automotive vehicles. Examines and inspects damages and determines amount of materials, supplies, parts required and equipment needed; may remove upholstery, accessories, electric and hydraulic equipment and trim to gain access to vehicle body and fender, removes dents, indentations, scratches, and damaged parts by using dolly block and hammer, fill depressions and solder or other plastic materials; uses wrench and cutting torch to remove excessively damage 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, repainting surface combining or mixing colors to match original color and finish, operate body repair equipment and machinery; replaces auto glass such as door glass and windshields, replaces vehicle safety airbag systems, observes work place safety rules and regulations.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

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

Special Requirements:

- A favorable background investigation.
- Possess a Valid State Drivers License

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.

(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:

Follow instructions of electrical wiring, straightening frames with frame rack, and knowledge of up to date refinish techniques with the new concept paint. Welds with different type of machine. 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.