

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DGS02724000

DATE POSTED: 06/10/22

POSITION NO: 202351

CLOSING DATE: 06/23/2022 by 5pm

POSITION TITLE: VEHICLE SERVICE WORKER

DEPARTMENT NAME / WORKSITE: FLEET MANAGEMENT DEPARTMENT, WINDOW ROCK, AZ

WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: BQ56A

WORK HOURS: 8 AM - 5 PM PART TIME: NO. OF HRS./WK.: _____ \$ 23,155.92 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 11.09 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Repair and/or replace tires; wheel balance and/or rotate tires; assist customers at the fuel island when needed; Check fluid levels and provide fluids; Check tire pressures upon request; Keep inventory of tires and generate work orders on the RTA Fleet Management Software; Input tire deliveries and tire usage on work orders; Proper disposal of used tires; Monitoring fuel levels and reports; daily fuel pump reading; Ensures accurate fuel delivery by vendors and signing manifest; Assist with recovery/road services during working hours and/or after-hours; Assist with vehicle inspection and disposal by removing tribal seals, decals, vehicle numbers and removal of license plates; Wash and vacuum of rental vehicles; Perform janitorial duties; Relay auto repair parts, tires, supplies and/or documents to other agency service centers; Serve on the fleet Safety Committee; Assist with other duties assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A High school diploma or GED with 1 year of servicing of automobiles; or an equivalent combination of education, and training.

Special Requirements:

- A favorable background investigation.
- Posses a Valid State Driver's License.

(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:

Knowledge of basic vehicle and equipment maintenance, knowledge of inventory with receiving and issuing of tires; safety awareness, knowledge of the NOSHA & NEPA safety rules and regulations; Ability to use computers, printers; Practice good customer service; skill in safety in repairing and replacing tires; Practice of cleaning and maintaining safe and clean automotive shop; Skills in use of computer database; Skills in maintaining effective working relationship. Ability to lift more than 50 pounds; Obtain Navajo Nation Permit within 30 days; knowledge of traveling to remote areas of the Navajo Nation, driving in adverse weather, making sure all proper tools and equipment are available in the service truck and wreckers.

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