

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DGS02715642

DATE POSTED: 06/14/18

POSITION NO: 202366

CLOSING DATE: 07/13/18

POSITION TITLE: Automotive Technician

DEPARTMENT NAME / WORKSITE: DGS / Fleet Management / Crownpoint, NM

WORK DAYS: Monday to Friday REGULAR FULL TIME: GRADE/STEP: AI61A

WORK HOURS: 8:00 am to 5:00 PART TIME: NO. OF HRS./WK.: _____ \$ 31,948.80 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 15.36 PER HOUR

NON-SENSITIVE TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Performs preventive maintenance and vehicle inspections; performs vehicle performance testing; inspects brakes and electrical systems; repairs and replaces brakes and hydraulic systems; inspects services and repairs suspension and steering systems; performs vehicle alignment and adjustment; repairs transmissions/transaxles; performs heating and air conditioning maintenance and repair including refrigeration addition or recovery.

Conducts computer diagnostic evaluations on engine, ignition, fuel, air induction and exhaust, emissions control, etc.; performs emergency tire repairs/replacements; assists with wrecker/towing services; performs major engine repairs; receives customer complaints and work order requests; prioritizes work orders and coordinate with other technicians; logs in all work orders; records parts/labor for work orders; maintains a safe and clean work area.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate's Degree in Automotive Technology; and (2) years 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:

Knowledge of automotive and light equipment maintenance and repair. Knowledge of applicable Navajo Nation, state and federal laws, rules, regulations and policies and procedures related to vehicle maintenance and operation. Knowledge of occupational safety and health polices and procedures related to chemicals, solvents and refrigerants utilized in vehicle maintenance and repair. Knowledge of electronic and computerized

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