

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

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| REQUISITION NO: | <u>DGS02714079</u> | DATE POSTED: | <u>07/14/17</u> |
| POSITION NO: | <u>202378</u> | CLOSING DATE: | <u>07/27/17</u> |
| POSITION TITLE: | <u>Automotive Service Writer</u> | | |
| DEPARTMENT NAME / WORKSITE: | <u>DGS / Fleet Management Department / Chinle, AZ</u> | | |
| WORK DAYS: | <u>MONDAY - FRIDAY</u> | REGULAR FULL TIME: | <input checked="" type="checkbox"/> |
| WORK HOURS: | <u>8am-5pm</u> | PART TIME: | <input type="checkbox"/> |
| | | SEASONAL: | <input type="checkbox"/> |
| | | TEMPORARY: | <input type="checkbox"/> |
| | | NO. OF HRS./WK.: | <u> </u> |
| | | DURATION : | <u> </u> |
| | | GRADE/STEP: | <u>AB61A</u> |
| | | \$ | <u>31,179.20</u> PER ANNUM |
| | | \$ | <u>14.99</u> PER HOUR |

DUTIES AND RESPONSIBILITIES:

Performs intake or maintenance and repair requests by writing repair orders using Ron Turley Associates (RTA) software, computer maintenance program; checks vehicle mileage; schedules vehicles for preventive maintenance and repairs; ensures that paperwork gets to proper work station; shifts vehicles in and out of garage and parking area to proper stations for maintenance and repairs; checks completed work orders, including parts expended, technician repair time and closes out work orders; assists customers with minor work, such as topping off fluids, replacing wiper blades and diagnosing repairs; assists technicians with repairs, locating vehicles and towing assistance; relays parts and documents to other shops; contact outside vendors for services that are required; cleans office machines.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate's degree in Automotive Technology; and three (3) years of work experience as an automotive service writer/customer service or as an automotive mechanic; or an equivalent combination of education and experience.

Special Requirements:

- Possess a valid state driver's license.
- A favorable background investigations is required.

(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 automotive repairs and concepts. Knowledge of and ability to use factory service manuals. Knowledge of computer hardware, software and peripherals. Skill in the preparation of written repair orders. Skill in quickly and effectively obtaining automotive parts from vendors. Ability to prepare clear and concise reports. Ability to diagnose vehicle problem areas. Ability to communicate effectively both orally and in writing. Ability to maintain logs and records on a large volume of vehicles. Ability to establish and maintain effective working relationships. **Physical requirements and work environment:** Work involves lifting and carrying automotive parts and supplies weighing up to 50 lbs. with potential exposure to hazardous fumes and chemicals. **Supplemental Requirements:** Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire; and obtain a Commercial Driver's License (CDL) within 180 days of date of hire.

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