THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DGS0252317** | Date Posted: 08/16/10
POSITION NO: 202380 | Closing Date: 08/27/10
CLASS CODE: 4046
POSITION TITLE: **AUTOMOTIVE TECHNICIAN**
DEPARTMENT NAME: DIVISION OF GENERAL SERVICES - CHINLE FLEET MANAGEMENT
DEPARTMENT NO: 27 | WORKSITE LOCATION: Chinle, AZ

WORKS DAYS/HOURS:
Days: 5 Days/Week
Hours: 40 hours week

POSITION TYPE:
Permanent: ☑
Temporary: ☐ Duration:
Part-Time: ☐ No. of Hrs/Wk: 40

GRADE: N610A
SALARY:
$ 28,371.20 Per Annum
$ 13.64 Per Hour

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs journey level work of moderate difficulty in diagnosing, repairing, overhauling and servicing of a variety of automotive vehicles, and performs related work as assigned. 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 and 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 and replacements; assists with wrecker/towing services; performs major engine repairs; receives customer complaints and work order requests; prioritizes work orders and coordinates with other technicians; logs in all work orders; records parts and labor for work orders; maintains a safe and clean work area.

QUALIFICATION REQUIREMENTS:

Education and Training:

Associates degree in Automotive Technology; and **(to receive full credit for education, training and experience, applicant must submit copies of transcripts, degrees, diplomas, certificates, etc.)**

Experience:

two (2) years diagnosing, repairing, overhauling and servicing automobiles; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

Special Knowledge, Skills and Abilities:

Knowledge of environmental regulations, rules and guidelines related to chemicals, solvents and refrigerants utilized in vehicle maintenance repair. Knowledge of electronic and computerized automotive diagnostic equipment used to maintain and repair vehicles and equipment. Skilled in prioritizing, scheduling and completing work. Skill in ensuringthe safe repair of vehicles. Skill in utilizing computer databases to enter and retrieve work orders, records and logs. Skill in utilizing customer service techniques when responding to inquiries and complaints. Skill in establishing and maintaining effective working relationships. 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. Knowledge of automotive and light equipment maintenance and repair. Knowledge of applicable Navajo Nation, State and Federal Laws, Rules, Regulations and policies related to vehicle maintenance and operation. Knowledge of occupational safety and health policies and procedures.

License/Certification Requirements:

Must possess a valid state driver's license.

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT. ***Revised: 1-15-99***