REQUISITION NO: DGS02724637
DATE POSTED: 08/22/22
POSITION NO: 202378
CLOSING DATE: 09/27/2022 by 5PM
POSITION TITLE: AUTOMOTIVE SERVICE WRITER

DEPARTMENT NAME / WORKSITE: DGS/FLEET MANAGEMENT - CHINLE, AZ

WORK DAYS: 5 DAYS/WK
REGULAR FULL TIME: ☑
GRADE/STEP: BQ61A

WORK HOURS: 8:00 - 5:00
PART TIME: ☑
NO. OF HRS./WK.: 40
$ 35,558.64 PER ANNUM

SENSITIVE ☑
SEASONAL: ☑
DURATION:
$ 17.03 PER HOUR
NON-SENSITIVE ☑
TEMPORARY: ☑

DUTIES AND RESPONSIBILITIES:
Performs intake or maintenance and repair request by writing repair orders using Ron Turley Associates (RTA) 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 the garage and parking area to their proper stats for maintenance and repairs; checks completed work orders, including parts expended, technician repair time and closes out work orders; provide vehicle maintenance reports; assist with warranty/recalls; assist customers with minor work such as topping off fluids, replacing windshield wiper blades and minor diagnosing repairs; assists technicians with repairs, location vehicles and towing assistance; relays parts and documents to other shops; contacts outside vendors for services that are required; cleans office machines; provides and ensures safety regulations and procedures; assist where needed.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)
Minimum Qualifications:
High School diploma with an Associates degree in Automotive Technology.

Experience:
Three (3) years of work experience as an automotive service writer/customer service or as a mechanic; or an equivalent combination of education, training, and experience.

Special Requirements:
Must have a valid state drivers license. Obtain Navajo Nation Driver's Permit within 90-days. Obtain ASE certification for Service Writer within a year of hire. Obtain CPR/First Aid upon hiring within 90 days.

Special Knowledge, Skills and Abilities:
Knowledge of basic automotive repairs, concepts, use of factory service manuals, computer hardware, software and peripherals, completing work orders, obtaining auto parts, preparation of reports, diagnose vehicle problem areas, communication, maintaining vehicle records and maintaining working relationship with the public.

<< 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.)

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