THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DGS02712693** DATE POSTED: **10/17/16**
POSITION NO: **202391** CLOSING DATE: **OUF**
POSITION TITLE: **SENIOR AUTOMOTIVE TECHNICIAN**
DEPARTMENT NAME / WORKSITE: **DGS/FLEET MANAGEMENT DEPARTMENT /Tuba City, AZ**
WORK DAYS: **Monday to Friday** REGULAR FULL TIME: ☑ GRADE/STEP: **AB62A**
WORK HOURS: **8:00 a.m.-5:00 p.m.** PART TIME: ☐ NO. OF HRS./WK.: $ **34,028.80** PER ANNUM
SEASONAL: ☐ $ **16.36** PER HOUR
TEMPORARY: ☐ DURATION :

DUTIES AND RESPONSIBILITIES:
Performs the most difficulty repairs on automotive (gasoline and diesel) systems; utilizes electronic diagnostic equipment to diagnose and adjust engines and systems; performs scheduled maintenance on antilock braking systems; diagnoses and repairs air conditioning systems and automatic/manual transmissions; performs maintenance and repair of fuel systems, charging systems, starting systems, cooling systems, lighting and electrical systems, etc.; performs major engine overhaul/repair. Assists with wrecker/towing services.

Conducts vehicle performance testing; enters all work orders into computer database; orders parts for repairs; troubleshoots and repairs emergency vehicles; researches mechanical drawings and diagrams; assists in towing or emergency road services; maintains a clean and safe work area, attends meeting and training; provide safety orientation.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)
Minimum Qualifications:
• An Associate's Degree in Automotive Technology; and three (3) years diagnosing, repairing, overhauling, and servicing automobiles.

Special Requirements:
• Possess a valid state driver's license.
• Possess federal certification to diagnose/repair air cooling systems.
• Must have auto brake system training.
• Cardiopulmonary Resuscitation and First Aid Certification.

(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 technical 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 policies and procedures related to vehicle maintenance and repair. Knowledge of environmental regulations, rules and guidelines related to chemicals, solvents and refrigerants utilized in vehicle maintenance and repair. Knowledge of technical electronic and computerized automotive diagnostic equipment used to maintain and repair vehicles and equipment. Skill in prioritizing, scheduling, and completing work. Skill in ensuring the safety repair, maintenance and inspection of vehicles. Skill in utilizing computer software and access to research technical repair issue and parts. Knowledge 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 usage of arc welder and equipment. Skill in establishing maintaining effective working relationships.

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