THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DGS0274385** Date Posted: 12/12/11

POSITION NO: 234847 Closing Date: 12/23/11

CLASS CODE: 4045

POSITION TITLE: **SENIOR AUTOMOTIVE TECHNICIAN**

DEPARTMENT NAME: DGS/FLEET MANAGEMENT DEPARTMENT

DEPARTMENT NO: 27 WORKSITE LOCATION: Shiprock, New Mexico

WORKS DAYS/HOURS:
Days: Monday-Friday
Hours: 8am-5pm

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

GRADE: R62A

SALARY:
$ 32,073.60 Per Annum
$ 15.42 Per Hour

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/manuel transmissions; performs maintenance and repair of fuel systems, charging sytems, starting systems, cooling systems, lighting and electrical systems, etc; performs major engine overhaul/repair.

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 and Training:

An Associate's Degree in Automotive Technology; ***(to receive full credit for education/training applicant must submit copies of transcripts, degrees, diplomas, etc.)***

Experience:

Four (4) years experience in diagnosing, overhauling, repairing and servicing a variety of vehicles, truck and heavy equipment or an equivalent.

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 maintenace and repair. Knowledge of enviromental regulations, rules and guidelines related to chemicals, solvents and refrigerants utilized in vehicle maintenance and repair. Knowledge of technicial electronic and computerized automotive diagnostic equipment used to maintian and repair vehicles and equipment. Skill in proritizing, scheduling, and completing work. Skill in ensuring the safe repair, maintenance and inspection of vehicles. Skill in utilizing computer software and access to research technicial 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 and maintaining effective working relationships.

License/Certification Requirements:

Must possess a valid state driver's license and obtain a Navajo Nation Operators permit within 90days of employment. Must have federal certification to diagnose/repair air cooling sytems. Must have brake training.

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***