

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DGS00522478

DATE POSTED: 12/22/21

POSITION NO: 203886

CLOSING DATE: Open Until Filled

POSITION TITLE: AUTOMOTIVE SERVICE WRITER

DEPARTMENT NAME / WORKSITE: DOT / NAVAJO TRANSIT SYSTEM / FORT DEFIANCE AZ

WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: BQ61A

WORK HOURS: 8 am - 5 pm PART TIME: NO. OF HRS./WK.: _____ \$ 35,558.64 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 17.03 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Receives and reviews vehicle inspection reports for a fleet of over 50 vehicles; Prepares work orders utilizing fleet maintenance software; Verifies vehicle information; Forwards work orders to appropriate staff; Follows-up on progress of work orders; Enters completed work order accounting for all parts, labor, supplies and other costs; Closes work orders; Monitors vehicles for preventive maintenance services and schedules vehicles for service;

Assist with moving vehicles in and around shop or for repair work at vendor locations, Complete minor repair work including topping off fluids, replacing wiper blade/light bulbs and other small items, Assist with diagnostic scanner and software in diagnosing vehicle problems and issues; Assist shop staff with non-minor repairs; Assist with parts research, parts quotes and receiving of parts, supplies, fuel, etc. Assist with FMIS 6B requisitions and/or receiving records.

Maintain accurate logs of Vehicle Inspection Reports; Maintain a complete daily activity log of shop activity, repairs completed, breakdowns, vehicle use, fleet assignments, etc. Complete Vehicle Inventory reports, Vehicle inspection reports, maintain vehicle damage and incident reports and provide monthly statistical reports on shop activities.

Cleaning/washing equipment, vehicles; Monitoring safe use of equipment and vehicles; reporting unsafe conditions or equipment/vehicles, Implementing safety measures and guidelines for staff; Assist with periodic inspection of fleet, wheelchair lifts, air brakes, and Preventive Maintenance service; Complete inventory of emergency supplies (First Aid, biohazard kits, fire extinguisher, etc.) required on vehicles.

Maintain inventory of shop vehicles. Manage vehicle information in software system, providing periodic updates to vehicle conditions, photo documentation, mileage, damage reports, etc. Ensure useful life of vehicles are met; Manage shop equipment inventory and assign equipment/tools to staff as needed and responsible for safeguarding assets.

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:

- A favorable background investigation.
- Posses a valid state Driver's License.

(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:

Navajo Nation Vehicle Operators permit; Must pass a pre-employment drug test in accordance with Federal Transit Administration regulations. Must obtain a Commercial Drivers License (CDL) within 180 days of hire. 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 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.

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