

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOT1077723

Date Posted: 04/08/13

POSITION NO: 241541

Closing Date: 04/19/13

CLASS CODE: 4052

POSITION TITLE: Equipment Mechanic

DEPARTMENT NAME: Navajo DOT - Road Maintenance Administration

DEPARTMENT NO: 107 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R61A

Days: Monday-Friday

Permanent:

SALARY:

Hours: 8:00 AM to 5:00 PM

Temporary:

Duration: _____ \$ 29,390.40 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 14.13 Per Hour

DUTIES AND RESPONSIBILITIES:

Under direct supervision, performs trouble shooting of gasoline and diesel engines, hydraulic systems, steering systems, axles, electrical. Provide preventative maintenance services to heavy equipment or vehicle. Repair, recondition service heavy equipment. Troubleshoot and diagnose malfunctions and failures of machine and engines systems and their components. Utilization of proper testing equipment to determine cause of mechanical failures, problems or defects. Ensure efficiency and proficiency of services in all aspects of equipment or vehicle operations. Assist in the procurement of parts, equipment and materials. Provide field maintenance service when deem necessary so equipment or vehicle downtime is minim, transporting equipment or vehicle to dealer for warranty repairs. Contact with tribal departments, programs, state, county governments, federal agencies and automotive or equipment dealerships to comply with transportation and environmental regulations. Attend staff meetings, necessary training to keep abreast of new Heavy Equipment or shop equipment or tools that will enable the mechanics to ensure the safe repair, maintenance and inspection of equipment or vehicle. Ensure and provide proper techniques in servicing or maintaining equipment or vehicle in a timely manner that complies with all transportation requirements and regulations. Ensuring and practicing personnel safety in all areas of workplace, repair equipment or tools are in safe operating condition, conduct inventory, keep materials available by working directly with safety, staff, supervisors, administrative support staff. Prepare incident or quarterly report for progress. Provide assistance in department activities or functions; and perform related work as assigned.

QUALIFICATION REQUIREMENTS:

Education and Training:

High School Diploma or GED; and

Experience:

two (2) years experience in diagnosing, repairing, overhauling and servicing motor vehicles and Heavy Equipment; or an equivalent combination of education, training and experience which provides the capacity to perform the described duties.

In order to receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application.

Special Knowledge, Skills and Abilities:

Must possess a Valid Commercial Driver's License (CDL) Class A. Two (2) years of Automotive/Heavy Equipment (diesel) trade school or equivalent job experience. Knowledge and skills to operate and understand diagnostic equipment including computerized instrumentation. Knowledge of Caterpillar machine components and systems.

License/Certification Requirements:

Must possess a Valid State Drivers License and ability to obtain a NN Operator's Permit within 90 days of employment. Must possess(CDL) Commercial Driver's License, Class B. **Preferred applicant with First Aide/CPR 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