

## **SENIOR AUTOMOTIVE TECHNICIAN**

**DEFINITION:** Under general supervision, performs senior level work of considerable difficulty in diagnosing, overhauling, repairing and servicing a variety of automotive vehicles; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

### **TASKS:**

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.

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 meetings and training; provides safety orientation.

### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

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 safe repair, maintenance and inspection of vehicles.

Skill in utilizing computer software and access to research technical repair issue and parts.

Skill 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 welding equipment.

Skill in establishing and maintaining effective working relationships.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves traveling to remote locations, driving in adverse weather conditions, lifting, carrying and moving automotive parts and supplies weighing up to 50 pounds with exposure to potentially hazardous chemicals and solvents.

### **MINIMUM QUALIFICATIONS:**

- An Associate's Degree in Automotive Technology; and three (3) years diagnosing, repairing, overhauling, and servicing automobiles.

**SENIOR AUTOMOTIVE TECHNICIAN**

**PREFERRED QUALIFICATIONS:**

- ASC Certification
- Proficient in Microsoft Office software or other computer applications.

**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.

**Supplemental Requirements:**

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.