THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DGS0279502** Date Posted: 06/08/09

POSITION NO: 202361 Closing Date: 06/19/09

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: POSITION TYPE: GRADE: N620A

Days: 5 Days/Week Permanent: ☑ SALARY:

Hours: 40/Week Temporary: ☐ Duration: $ 30,950.40 Per Annum

Part-Time: ☐ No. of Hrs/Wk: $ 14.88 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 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 meeting and training; provide safety orientation.

QUALIFICATION REQUIREMENTS:

Education and Training:

Associate's Degree in Automotive Technology; and

Experience:

four (4) years diagnosing, repairing, overhauling, and servicing automobiles; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. ***(To receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)***

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 safe 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 and maintaining effective working relationships.

License/Certification Requirements:

Must possess a valid state driver's license. Must have federal certification to diagnose/repair air cooling systems. 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***