PERSONNEL

PO Box 167
Concho, OK 73022
405.422.7498
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****VACANCY ANNOUNCEMENT*****

POSITION: **MECHANIC II**
PROGRAM: Tribal Transit Program
DEPARTMENT: Transportation
REPORTS TO: Transit Director
EMPLOYMENT STATUS: Full-time/Permanent, Non-Exempt
LOCATION: DOT Building, Concho, OK
ISSUE DATE: April 13, 2022 **CLOSING DATE:** Until Filled

DUTIES AND RESPONSIBILITIES:

Mechanic II is under the direct supervision of the Lead Mechanic and shall work cooperative with the Mechanic I to ensure the functionality and reliability of vehicles and must provide safe repair, overhaul and maintenance of vehicles. Incumbent must be able to inspect, repair and ensure the safe operation of all vehicle types while complying with applicable safety standards, DEQ requirements, laws and established policies and procedures. The Mechanic II shall be relied on for assisting in the supervision, guidance, instruction, and direction of the Mechanic Apprentice. Mechanic II shall be expected to work in conditions that include restricted movement, an environment with air contamination, intense noise, and around hazardous materials, and lifting or carrying heavy objects. The Mechanic II must also assist in the management of preventive maintenance procedures, records, and reports. Additional duties and responsibilities include:

- Must perform maintenance, repair, overhaul and service of automobiles, including engines, drive trains, fuel systems, electrical systems, electronic automotive circuits, digital display systems, cooling systems, brake systems (air and hydraulic), chassis, wheels, suspension and other parts of vehicles.
- Must be able to take engines and other car parts apart to perform inspections and troubleshoot, diagnose, identify and then replace or repair defective vehicle parts and/or systems and/or correct any mechanical defects of vehicles;
- Must be able to maintain work logs, repairs and maintenance records and assist in the development of plan of actions for all maintenance tasks and upgrades;
- Must be able to offer consultation on maintenance and preventative procedures and perform vehicle assessments and alert clients and vehicle users of any findings and/or issues;
- Must be able to assist in the performance of road tests of vehicles assigned to ensure that vehicles are in safe operating condition prior to release to program, department, or client;

- Must be able to install, maintain, adjust, and check a variety of automotive equipment.
- Must be able to use a variety of hand and power tools and machinery to perform duties assigned, and operate equipment in a safe manner such as vehicles, electric power lifts, forklift, etc.
- Must reports fire, sanitary and safety hazards and the need for repairs to appropriate supervisor;
- Must be able to read and work from manuals, vehicle manufacturers' information sheets, and electrical schematics;
- Must respond to immediate safety and/or operational concerns (e.g. facility damage, alarms, etc.) for the purpose of taking appropriate action to resolve immediate safety issues;
- Shall be required to maintain cleanliness in equipment rooms, shops, vehicles and tools;
- Must observe safety requirements and safe work practices and methods as required. Must follow all applicable safety codes, factors, ordinances and regulations in performance of troubleshooting, diagnosis of vehicle failure and in the operation of any equipment and/or materials of auto mechanic duties.
- Must assist the Lead Mechanic to ensure the 1) Tribal Transit Program's Service and Maintenance Schedule for sedans and vans and 2) Preventative Vehicle Maintenance Schedule for all Transit Buses is adhered to;
- Must be able to assist in monitoring inventory, store and shelve equipment, procuring of supplies, inspecting vehicles, maintain equipment in safe operating condition, and assemble machinery;
- Must be able to regularly stand, walk, and sit for extended periods of time and have the ability to climb, stoop, kneel, reach, push, pull, grasp, and perform repetitive motions.
- Must become familiar with and adhere to Tribal policies and procedures applicable to the management of the Vehicle Maintenance Program;
- Incumbents in this classification are assigned to work primarily in the trade as an automotive mechanic however must be willing to assist in other duties as assigned or requested by the Lead Mechanic and/or Transit Director.

QUALIFICATIONS:

The incumbent should be physically fit to work in and around vehicles, shop equipment, and operate various shop tools, have a solid knowledge of basic mechanic's tools, service, and diagnostic equipment, and be able to work independently without supervision to maintain a productive schedule to complete work orders, repairs, and/or maintenance of auto mechanic tasks. Candidates should possess strong attention to details with excellent communication and customer service skills. Applicant must be able to understand and carry out oral and written instructions therefore applicant may be requested to provide proof of oral, written and technological skills in communication. Incumbent should be willing to be part of team atmosphere and be able to communicate effectively with supervisor, Mechanic I, and Mechanic Apprentice, and assist management in maintaining a functional educational environment as well as assist in

maintaining a safe work environment. Applicant may be requested to document knowledge of techniques to service vehicles and/or skills in servicing vehicles. Mechanic II requires an individual with a minimal of a High School Diploma and one (1) year of automotive service experience. Certifications in automotive service preferred; Applicants should provide proof of any and all training completed in Auto Mechanics, Auto Body Repair, or similar.

- Must know basic operations and the terminology used in automotive service and repair work, must be skilled in the diagnosing and repair of automobiles and/or must have skills in operating shop tools and machines.
- Must be able to operate and maintain a variety of equipment and tools.
- Must possess, at minimal, a current Class D Driver's License from the State of Oklahoma;
- Must be able to lift a minimum of 50 pounds with no physical barriers.
- Incumbent may be requested to proof read, verify comprehension, and organize various shop manuals, computer based diagnostic applications, diagrams, and electrical schematics.
- Knowledge in the diagnosis and repair of heavy equipment is desired however not required and may be considered toward the experience requirement;
- Must possess some knowledge in the proper operating procedures of tire changing and balancing equipment, air compressor machines, diagnostic tools, safety shut off valves, and/or forklifts;
- The education requirement may be substituted with a minimal of GED in combination with proof of certification of Automotive Service Excellence (ASE), MOPAR (**mo**tor **par**ts) Career Automotive Program (CAP), GM Automotive Service Educational Program (ASEP), and/or other fleet service specific courses or certification program;
- Applicant must be willing to attend training programs to ensure compliance with federal and/or state requirements;
- If selected, and not certified, applicant must be willing to complete ASE Certification to satisfy technical and mechanical skills, knowledge and abilities in eight (8) areas specific to Engine Restoration, Automatic Transmission, Manual Drive Train, Suspension and Steering, Brake Systems, Electrical/Electronic Systems, Heat & Air Conditioning, and Engine Performance through the Tribes' Department of Labor Dreams-TERO program and complete an employment contract with the Tribes' Department of Transportation;
- If selected, applicant must provide a current Motor Vehicle Report (MVR) for insurance purposes.
- If selected, applicant must be willing to adhere to a pre-employment drug and alcohol screening and be willing to be subjected to random drug/alcohol tests as per the Tribes' drug-free workplace policy;
- Cheyenne-Arapaho Preference

SALARY: Negotiable, depending on qualifications and experience.

APPLICATION PROCEDURE: Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma
Personnel Department
P.O. Box 167
Concho, OK 73022
Or e-mail: atisdale@cheyenneandarapaho-nsn.gov
Office (405) 422-7498
Fax (405) 422-8222
Toll Free 1 (800) 247-4612 ext. 27498

To view all our current vacancy announcements, please visit our website at:www.cheyenneandarapaho-nsn.gov