

**PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2021-72A**

OPEN TO IN-HOUSE and EXTERNAL APPLICANTS

POSITION: Shop Technician I
OPENING DATE: December 16, 2021
CLOSING DATE: Open Until Filled
DEPARTMENT: Public Works / Fleet Management
SALARY RANGE: NE-10; \$31,429 - \$47,154

Position Summary:

Under general direction of the Program Manager, the Shop Technician 1 inspects and performs preventive maintenance, and minor repair of Pueblo-owned vehicles, small engines, and heavy equipment. Consistently applies The Pueblo's Core Values in support of Workforce Excellence.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Completes preventive maintenance including brakes and suspension, oil changes, tire rotation and exchanges, wheel balancing, replacing filters and alignments.
- Analyzes and diagnoses vehicle problems; performs repairs independently or reports problems to higher level technician when necessary.
- Dismounts, repairs, balances, and re-mounts tires on vehicles and heavy equipment.
- Provides technical assistance to other workers within the program and within scope of responsibility.
- Develops a parts/material list to complete repairs and other services.
- Maintains service and repairs data in electronic database using work order process.
- Assists Fleet Service Coordinator with maintenance schedules, notifies departments and programs of routine maintenance due dates as needed.
- Reports damage, defects, broken, unusual worn-out parts found on vehicles/equipment to Program Manager.
- Inspects garage equipment and tools for defects and safety non-compliance; performs repairs and maintenance on equipment when appropriate.
- Retrieves stalled vehicles or makes on-site repairs. Transports vehicles to other specialized facilities as required.
- Maintains a safe and clean work area in compliance with applicable shop safety guidelines.
- Maintains a clean and organized toolbox and keeps track of personally assigned equipment and tools.
- Gains/enhances technical knowledge by attending classes, training, reading relevant manuals, and observing work of higher-level technicians.
- Obtains ASE Automobile & Light Truck Certification within 90 days of hire.
- Contributes to a team effort toward accomplishing tasks and achieving results.
- Performs other duties as required.

Minimum Qualifications:

One year of work experience in a professional garage setting required. ASE Auto Maintenance and Light Repair Certification preferred; must obtain within 90 days of hire. A degree from an automotive technician training school preferred. A combination of relevant education and related work experience may be considered.

Background Investigation Requirements:

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Shop Technician I is designated as a Lower Risk Public Trust (LRPT) position.

Type of Background Check	Required
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Job Announcement No. 2021-72A Shop Technician I

Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other	

Knowledge, Abilities, and Skills:

- Knowledge of principles, materials, methods, practices, and equipment used in automotive repair, including electrical systems and component diagnostics.
- Knowledge of vehicle suspension & steering components and braking systems.
- Knowledge of occupational hazards, safe working practices and safety precautions.
- Ability to communicate effectively both verbally and in writing.
- Ability to analyze “Call Out” and other off-site vehicle repair/ retrieval situations and adopt appropriate courses of action.
- Ability to establish and maintain professional relationships with co-workers and other individuals at all levels.
- Ability to handle multiple tasks, adjust assigned repair schedules, and meet deadlines within the daily shop workload.
- Ability to make solid decisions and exercise independent judgment, self-responsibility, and accountability.
- Skill in computer use, including Word, Excel, Outlook, and software applicable to automotive repair/maintenance field.
- Skill in operating diagnostic equipment, air tools, specialized equipment, drills, ratchets, etc.
- Skill in reading, understanding, and interpreting both hard copy and on-line repairs & service shop manuals.
- Skill in reading and understanding gauges and dials, such as voltmeters, ohmmeters, torque wrench and tachometers.
- Skill in dismounting, repairing, balancing, and remounting tires on vehicles and heavy equipment. Understand safety issues with tire repairs.
- Skill in performing vehicle diagnostics and understanding repair codes; in implementing required troubleshooting techniques based on code results.
- Skill in maintenance of vehicle suspension components, braking systems, drive train systems, transmissions (manual and automatic), rear suspension systems, and front axle systems.

Application Instructions:

- Go to www.lagunapueblo-nsn.gov and click on Employment Opportunities for application instructions and application form. **Read instructions prior to completing application form; incomplete applications will not be considered.** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
 1. E-mail to polemployment@pol-nsn.gov;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 22 Capital Road; Laguna, NM
 4. Fax to (505) 552-9675
- For more information, contact Clarice Chavez, at (505) 552-5785 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES